

BRETHREN WOODS CAMP AND RETREAT CENTER  
JOB DESCRIPTION

TITLE: Adventure Director

RESPONSIBLE TO: Assistant Program Director, Assistant Director, Director

PURPOSE: To plan and carry out summer camp adventure experiences.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Current lifeguard certification from a nationally recognized provider.
5. Current First Aid and CPR certification from a nationally recognized provider.
6. Current instructor rating in canoeing from a nationally recognized provider OR documentation of experience and/or training in canoeing.
7. Able to demonstrate skills in water rescue and emergency procedures.
8. Skills in group management.
9. At least 21 years old.
10. Able to safely drive a 15-passenger van pulling a loaded trailer.
11. Knowledge of age characteristics for specific groups.
12. Attendance at one or more pre-camp training events.
13. Acceptance of Adventure Director's responsibilities.

RESPONSIBILITIES:

1. Coordinate and lead off-camp adventure experiences, primarily canoe and river tubing trips, including orientation experiences for groups scheduled to go on off-camp trips.
2. Assist with coordinating and implementing transportation needs.
3. Assist campers and staff with planning and preparing for adventure experiences.
4. Maintain an inventory of adventure materials and equipment. Order materials with the approval of the Assistant Director or Director.
5. Ensure that all program equipment is regularly checked for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
6. Assist Challenge Course Facilitator in keeping the Mt. Lodge Program Room and Kitchen clean and neatly organized.
7. Work with groups and individuals in instruction and resource. Arrange additional times for special projects and activities as interest and need arise.
8. Implement American Camp Association accreditation standards related to adventure experiences and established risk management plans.
9. Help to plan and implement all-camp activities.
10. Participate in a weekly evaluation with the Assistant Program Director and/or Assistant Director.
11. Know the contents of the Staff Manual and abide by all camp policies and procedures.
12. Enforce camp policies, procedures, and health and safety regulations.
13. Assist in other areas of camp operation as needed.