



ALPINE CAMP AND CONFERENCE CENTER

OUTDOOR EDUCATION TRAIL LEADER AND PROGRAM COUNSELOR
10/29/2018
SEASONAL

PURPOSE

To lead and teach Outdoor Education activities thereby fulfilling Alpine's mission in providing a mountain top encounter with Jesus Christ.

ACCOUNTABILITY RELATIONSHIPS

Reports to the Outdoor Education Manager and the Head Trail Leader

GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

SPECIFIC QUALIFICATIONS

- A positive attitude in a team setting, the ability to work proactively with others.
- Willingness to work long and varied hours, Monday through Friday and some Saturdays.
- Must enjoy working with young people.
- Possesses knowledge of the environment, outdoor living skills, and a desire to continue growing and learning.
- Must be a "self-starter", willing to follow through on projects given with a minimum amount of supervision.
- Willing to follow directions given by their supervisor.
- The minimum age requirement is 18 years of age

ROPES COURSE:

- Instructor applicant must complete a minimum of forty (40) hours of challenge course instruction
- An ability to safely and effectively lead the participating groups in the chosen activities
- An understanding of the programs philosophy and goals and the relationship between the programs activities and those goals
- Sensitivity and maturity appropriate to the ages and skill levels of the participants
- Exhibit common sense, good judgment and safety awareness at all times
- First Aid/CPR certification or related training desirable

GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Other duties as assigned by Alpine's executive leadership.

SPECIFIC RESPONSIBILITIES

- Successfully complete Outdoor Education instructor training.
- Teach courses from developed curriculum.
- Aid in hosting OE groups. Be a contact person when questions or needs arise.
- Participate in all programmed activities.
- Be able to lead all programmed activities if called upon to do so.
- Participate in ongoing training and education.
- Research topics related to current curriculum as time allows.
- Assist in developing additional curriculum and courses under the direction of the OE Coordinator and Head Trail Leader.
- Participate in staff meetings and devotionals when available to do so.
- Take responsibility and care for all equipment and materials used for OE program.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Alpine.
- Implement, maintain, and support Alpine's safety and guest service standards.
- Actively participates in staff activities, all of which are designed to promote team building and healthy working relationships.
- Must be willing and able to obtain a California food handlers card if applicable.
- Will assist, when needed, in multiple departments across camp, including but not limited to the Food Service department.
- All other duties as assigned by the OE Program Education and/or the Head Trail Leader.

ROPES COURSE:

- Overlook the maintenance/ safety of all ropes course equipment.
- Manage, train and oversee ropes course staff (As assigned).
- Other duties as assigned by the Outdoor Education Program Manager.

GENERAL ESSENTIAL FUNCTIONS

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders.
- Capable of lifting and carrying up to 50 pounds.
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

SPECIFIC ESSENTIAL FUNCTIONS

Signatures:

I _____ have read and received a copy of my Job Description.

(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

Employee

Date Reviewed with Supervisor

Supervisor

Date Reviewed with Employee