

CAMP GROUP INITIATIVES / HIGH ROPES COURSE SPECIALIST POSITION DESCRIPTION

Position Title: Ropes Course Spclst
Personnel Code: Camp Staff

Dept No: 623000, 643000, 643279
Status: Non-Exempt

Department: Camp
Supervisor: Dir JCC Camps

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Camp Goals: The Jewish Community Center of Greater Columbus Day Camp provides children with a variety of experiences and activities to enhance their Jewish identity, create fun and adventure, develop an appreciation and understanding for the outdoors and develop each camper as an individual and as a member of a group.

Position Summary: Plans, directs and supervises the camp's group initiative / high ropes course program. Serve as a senior counselor when not supervising ropes activities.

Requirements: Must be at least 18 years or older. Adult and Child CPR/AED certifications (provided during training). Must be available to work Mondays – Fridays, 8:15am – 4:15pm. Must pass criminal background check. Must be able to attend mandatory staff training June 7th – June 11th, priority given to staff available for entire duration of camp which runs from June 14th through August 6th. Opportunity to work post camp week (August 9 – August 13).

Supervised by The Director of JCC Camps

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Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** GED/High School Diploma or at least 18 years of age.
2. **Experience – Minimum Preferred:** Current first aid and CPR certifications (preferred); documented instructor training and experience with adventure / high ropes course programs, highly preferred.
3. **Special Skills:** Ability to coordinate and safely operate a group initiatives / high ropes course program for camp; ability to maintain course in excellent working condition and notify supervisor if problems exist; ability to supervise program assistants and make scheduling assignments; desire and ability to work with children outdoors; ability to relate to one's peer group, ability to accept guidance and supervision; integrity and adaptability; enthusiasm, sense of humor, patience and self-control.
4. **Requirements:** Must be at least 18 years or older. Adult and Child CPR/AED certifications (provided during training). Must be available to work Mondays – Fridays, 8:15am – 4:15pm. Must pass criminal background check. Must be able to attend mandatory staff training June 7th – June 11th, priority given to staff available for entire duration of camp which runs from June 14th through August 6th. Opportunity to work post camp week (August 9 – August 13).

Essential Functions:

- Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Physical strength, endurance and ability to be actively involved in activities of instruction, while maintaining constant supervision of campers
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid.
- Cognitive and communication abilities to plan and conduct the activity to achieve camper development.
- Ability to assist campers in emergency (fire, evacuation, illness, or injury).

Duties and Responsibilities:

- Set up initiative/high ropes course area prior to and during staff training.
- Teach staff their responsibilities in activity during staff training.
- Teach and monitor proper use of equipment.
- Conduct initial and end of season inventory, and store equipment for safety.
- Check equipment and make (or file for) repairs.
- Constant regard for camper's overall safety.
- Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
- Write and check lesson plans for all activities.
- Keep records of all participants; help them progress from beginner to advanced levels and prepare evaluations for all participants at the end of each session.
- Follow standard rules applicable to high ropes course, rappelling, etc.
- Serve as a counselor and/or work with campers in all camp activities when needed.
 - Learn the likes/dislikes of each participant.
 - Recognize and respond to opportunities for problem solving in the group.
 - Develop opportunities for interaction between campers and staff.
 - Provide opportunities for the group so that each individual experiences success during camp.

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- Provide opportunities for discussion of individual or group problems or concerns.
- Help each participant meet the goals established by the camp for camper development.
- Guide group and individual campers in participating successfully in all aspects of camp activities.

- Carry out established roles for supervising camper health.
- Carry out established roles in enforcing camp safety regulations; constant regard for campers' overall safety.
- Supervise all assigned aspects of the campers' day.
- Instruct campers in emergency procedures.
- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores and sportsmanship.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Encourage respect for personal property, camp equipment, and facilities.
- Maintain good public relations with campers' parents and JCC staff.

- Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials.
- Assist in packing all equipment and supplies at end of season.
- Help plan and participate in all camp activities including late nights, overnights and staff meetings.
- Maintain a daily log of area including updating lesson plans and incidents involving campers, staff, equipment and facilities.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Encourage respect for personal property, camp equipment, and facilities.
- Maintain good public relations with campers' parents.
- Submit all required reports on time.
- Punch in and out daily using the Paycom app and approve your timecards on Paycom by close of business every Friday.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.