

# Camp Roger Camp Scottie

## Camp Roger Job Description Assistant Director, Outdoor Education

### Overview:

At Camp Roger, we believe that Christians share the following core beliefs and convictions:

1. **First**, that there is one true God who is made known to his creation through the person of the Trinity: The Father who created us, Jesus Christ the Son who died for us, and the Holy Spirit who guides us.
2. **Second**, that the Bible is the true and inspired Word of God, revealing God's character and redemptive story of his creation.
3. **Third**, that God's worldwide church, which includes all Christians, has been called and equipped to co-labor with Christ in building the kingdom on earth.

As a diverse group of Christians, we seek to live in order to find our center in Christ for the purpose of serving God together. We commit to working in the same direction together, orienting ourselves toward Christ in all things.

### Staff Cultural Characteristics:

1. Growth mindset
2. Christ-centered life
3. Humility
4. Pursues unity and reconciliation
5. Loves and cares for others

### Responsibilities:

1. Works closely with the Director of Outdoor Education in planning and developing Camp Roger's Outdoor Education program.
2. Provides excellent customer service throughout a school's entire visit at Camp beginning with initial conversations with school leaders, planning the day, facilitating the group, billing, and follow-up. During the school's visit, the assistant director (along with outdoor education staff) will lead students on the adventure course, in team-building activities, and in environmental education classes.
3. Develops, organizes, and runs Camp Roger's 9-month Homeschool Program and a variety of scheduled GO DAYS.
4. Actively builds relationships with current and new schools to advocate for and promote Camp Roger's Outdoor Education program to increase the number of connections and bookings.
5. Always considers how a school's visit can run more smoothly and is a great problem solver.
6. Comfortable hosting and leading mid-sized and large-sized groups.
7. Recruits, trains, mentors, schedules, and leads outdoor education specialists and per day staff.
8. Engages in curriculum development, equipment care, and general day-to-day problem-solving.
9. Actively and creatively invests in the outdoor education program to make it continually better.
10. Other duties as assigned.

**Responsible to:** Director of Outdoor Education

### Requirements:

1. Agrees to sign and strive to live up to the standards outlined in Camp Roger's Faith and Life Covenant (located at [CampRoger.org/about](http://CampRoger.org/about)).
2. This is an hourly position averaging 30 hours per week. More hours are available during the busy season (September, October, April, and May). Work when groups are scheduled on the outdoor education calendar, including occasional weekends. Time off can be requested.
3. Ability to lift 20 lbs.

4. Working knowledge of Office 365.
5. Willing to learn Camp Roger's existing database management software program, Camp Brain - Conference Center module.
6. Attention to detail and ability to problem-solve.
7. Excellent written and communication skills.
8. Applicant should be available to begin employment by early summer 2022.

**Compensation and Benefits:**

1. Pay range is \$17 - \$19 per hour with overtime compensated at a 1.5 times hourly rate after 40 hours.
2. Reduced hours in June and August with the entire month of July off (unpaid).
3. PTO = 5 days, plus 7 holiday days per year.
4. Employee Assistance Plan through Pine Rest.
5. Unpaid extended time off during Thanksgiving and Christmas holidays.
6. Facility rental discount.
7. Summer camp discounts.
8. Employee can either reside on or off-site. If onsite housing is needed, please indicate this in your cover letter. Employees living onsite pay a modest monthly rental rate and volunteer 5 hours per week at The Acorn Resale Shop.

**To Apply:**

1. Send a short cover letter detailing your interest and qualifications along with your resume and three personal and/or professional character references to Scott De Young at [scott@camproger.org](mailto:scott@camproger.org). Include in your cover letter if you will be interested in onsite housing.
2. Interviews will be conducted as applications are received.