

# *Westview on the James*

## **JOB DESCRIPTION**

### **Adventure Coordinator**

**Responsible to:** Program Director  
**Dates of Employment:** Seasonal- Summer Camp

**Qualifications:**

- Minimum age—21. Prior camp experience considered.
- One year of college education in camping related field, i.e. Recreation, Education, Christian Education, Physical Education, Psychology, Social Work, and Youth Ministry. Prior organized camping experience or child care experience will be considered.
- Interest in contributing to the achievement of the objectives of the camp
- Love of the outdoors, love of children and willingness to share Christian faith with others
- Acceptable Driving Record
- Good health and vitality

**General Responsibilities:**

Coordinates Adventure Activities (Adventure Camp, Low & High Ropes, Mtn. Boarding & Biking, Wall, Zip 'n' Dip, Canoe/Kayak) with other camp activities and plans. Participates in the interview and hiring process for summer camp staff. Assists in planning and executing all staff training. Responsible for 1 Support Team Duty per week, including Mail, Lost & Found, Water coolers, Specialist Checks, and Cleanest Hogan.

**Specific Responsibilities:**

- Promotes Westview's summer camp ministry in local to potential campers and staff
- Reviews program goals with Adventure Counselors and High Ropes facilitators
- Confirm Adventure Camp outfitter and camping reservations weekly
- Work with Program Director to create Trek schedules
- Assists Assistant Camp Director with planning and implementation of Adventure Camp orientation, overall scheduling, and evaluations
- Assists Program Director with planning and implementation of high adventures and evening activities
- Reviews all Adventure Activities for proper equipment and safety on a weekly basis
- Works in tandem with the Assistant Program Director to ensure proper skills are taught in ALL high adventures.
- Create and implement an inventory/equipment management system for Adventure Camp, team-building tools, and other high adventure equipment as needed.
- Periodically teaches and leads various camp activities
- Assists Program Director with observations, evaluations and recommendations for summer camp staff
- Covers 1 or 2 night time Hogan duties per week
- Helps where needed to the best of abilities with a smile
- Maintains Adventure Camp Budget

Contact Anna Muller with Resume: [anna@westviewonthejames.org](mailto:anna@westviewonthejames.org) or (804)457-4210