

## Adventure Program Manager



**Responsible to:** Summer Program Manager, Food Service Manager

**Function:** Provide assistance for food service and ground maintenance. Additional responsibility for programming and equipment maintenance.

This person is responsible for the organization and coordination of all overnight campouts, cabin activities, and off property excursions. They will be responsible for the maintenance of all camping equipment, cabin activity materials, and camp out sites. Additionally they will assist with camp activities and kitchen duties as needed. This person must be at least 21 with a Michigan Chauffeur's License and should have experience with camping, strong organizational and interpersonal skills, and the ability to train staff. Ideal candidates should also be willing to be lifeguard certified.

### Specific Responsibilities

- Orientation
  - Assemble, organize and maintain all camping equipment. Assess usability of all tents, supplies and equipment.
  - Assist with setting up platform tents at orientation.
  - Identify and maintain a system of progression for overnight campouts. Each age group should have a new and interesting site.
  - Train and encourage counselors to use equipment from the equipment room for cabin activities.
- Camping and Adventure
  - Activities
    - Supervise cabin activity signup on the first night of the session. Hang the schedule in the equipment room and a copy in the office.
    - Oversee cabin activity preparations with support staff after prayer during cabin clean up.
    - Develop and implement educational activities.
  - Camping Equipment
    - Supervise careful use of camping, arts & crafts and recreational equipment. Check weekly for repairs. Provide an inventory of equipment and supplies to the Director of Programs at the end of each session.
    - Check first-aid kits before each campout. Communicate needs to Health & Wellness Specialist.
    - Check first-aid kits by the archery range each week.
  - Adventure Programming Equipment (in conjunction with Site Caretaker)
    - Work to observe and maintain natural sites such as the swamp walk, challenge course, archery range, and nature trails.
    - Inspect all boards and ropes to ensure that they are not fraying, cracking or showing any other signs of deterioration.
    - Maintain archery signs which indicate the proper use and the number of participants allowed.
- Kitchen



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- Maintenance for Health & Safety
  - Oversee appearance and cleanliness of kitchen and dining hall.
  - Ensure only authorized personnel are permitted to kitchen.
  - Perform daily up-keep of dumpster area, bathrooms, floors, coolers, freezers, can opener, shelves, and attic in dining hall and kitchen.
  - Complete daily checklists for cleanliness per Health Department code.
  - Assist with and oversee the cleanup of each meal. Follow a rotation schedule.
- Assist with Kitchen Record Keeping as Assigned
  - Assist with United State Department of Agriculture Summer Food Service Program (USDA SFSP) paperwork
  - Complete and submit daily USDA SFSP Food & Nutrition paperwork.
  - Collect and restore receipts in USDA SFSP folder.
  - Ensure proper USDA posters are hanging at all times.
- Food Inventory and Storage – Report any problems to the Summer Program Specialist and Site Caretaker.
  - Assist with ordering food as needed.
  - Review food orders for completeness and accuracy.
  - Daily, check and record temperatures of coolers, freezers, dishwasher, and water for pots and pans.
  - Provide responsibility for bringing leftovers to Activity Hall for staff in evenings.
- Spiritual Participation
  - Participate in developing a chapel presentation during orientation.
  - Meet as a team once per week for kitchen devotions and meet daily for prayer.
- Maintain and revise position notebook for the following summer.

### **Other Camp Responsibilities**

- Take part in camp's Passion Play which will be presented to the campers each session.
- Write a letter daily to a camper in your assigned support cabin.
- Assist with camp projects and activities as time permits.
- Assist with cabin activity preparations and rest period work projects.

### **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/or staff.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.



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- Physical ability to lift and carry heavy objects.
- Cognitive and communication abilities to supervise and lead peers and campers including emergencies.
- Ability to use kitchen equipment safely, including the dishwasher.
- Ability to determine cleanliness of dishes, food contact surfaces and dining hall areas.
- Ability to follow state health, fire, and ACA and USDA regulations.
- Ability to maintain proper paperwork, including inventories and temperature checks.

### Qualifications

- Minimum age of 21 years.
- Knowledge of camp, DHS and USDA government regulations pertaining to food service, preparations and storage.
- Experience in cooking and kitchen maintenance, ovens, warmers, and dishwashers.
- Supervisory experience preferred.
- Valid Michigan Chauffeur's License.
- Experience with camping in a rustic setting.
- Ability to create a reliable organizational system.