



Job Title: Challenge Course Manager  
Classification: Nonexempt (*Seasonal*)  
Reports to: The Challenge Course Coordinator reports the camp director and assistant director.  
Salary Range: \$300-\$350 per week

#### Position Purpose:

To further the mission of the camp through the development and delivery of challenge course activities at the camp. Deliver challenge course activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management to the physical operation of the challenge course facilities and equipment. Additionally, the Challenge Course Manager may be asked to serve as a cabin counselor.

#### Essential Job Functions:

1. Deliver a fun challenge course program to campers.
  - ◇ Plan both high and low challenge course activities for camper and staff.
  - ◇ Evaluate challenge course abilities of campers and staff.
  - ◇ Deliver progressive challenge course program activities.
  - ◇ Evaluate the success of the challenge course programs and the development of the campers' abilities and skills in adventure challenge.
  - ◇ Expand the camp's activities with new games and initiatives.
  - ◇ Develop new processing and debriefing tools.
2. Ensure that camp staff and campers know and follow safety and educational procedures in adventure challenge.
  - ◇ Assist in the implementation of staff training for challenge course activities.
  - ◇ Provide guidelines for a program utilizing the initiatives and the challenge course.
  - ◇ Train other staff in their challenge course responsibilities including spotting.
  - ◇ Ensure campers and staff know and follow safety procedures for challenge course activities.
3. Assist in the management and care of the physical facilities and equipment in the challenge course program area.
  - ◇ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
  - ◇ Maintain the challenge course equipment and elements.
  - ◇ Clean challenge course area daily keeping it free of hazards and debris.

#### Other Job Duties:

- ◇ Participate enthusiastically in all camp activities, planning, and leading those as assigned.

- ◇ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ◇ Assist in the planning of any special events on or near the challenge course
- ◇ Additional duties as assigned.

#### Relationships:

The challenge course activity specialist will communicate with the assistant director to ensure the maintenance and upkeep of the challenge course. He or she will also communicate safety guidelines and protocols to campers and staff members and monitor the counselors at the activity. Additionally, the challenge course activity specialist may be assigned counselors to supervise and evaluate.

#### Equipment Used:

The challenge course activity specialist will use a variety of challenge course equipment, including ropes, belays, harnesses, helmets, low elements, high elements, and more.

#### Qualifications:

- ◇ Current certification in challenge course operation or documented experience and training.
- ◇ Current certification in first aid and CPR.

#### Knowledge, Skills, and Abilities:

- ◇ Training and experience in teaching challenge course activities.
- ◇ Desire and ability to work with children outdoors.

#### Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ◇ Physical endurance in climbing and standing.
- ◇ Hand-eye coordination and manual dexterity to facilitate challenge course.
- ◇ Ability to lift up to 50 lbs.

*Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.*

## **The challenge course manager will serve as a member of program staff.**

### Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Challenge Course Set Up: Check and set up Challenge Course equipment for the day.
  - While doing this, you will miss staff meeting. It is your responsibility to make sure you get the information you need.
- ◇ 9:00 am - Activity 1: Lead campers and manage staff at challenge course.
- ◇ 10:00 am - Activity 2: Lead campers and manage staff at challenge course.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Break
- ◇ 1:30 pm - Rest Period: Assist in preparation of afternoon all-camp if necessary.
- ◇ 2:30 pm - Afternoon All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - The Challenge Course Manager will decide on an optional each day and communicate this to the staff member in charge of assigning optionals. The Challenge Course Manager will be “on” for both optionals.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - The Challenge Course Manager will decide on an optional each day and communicate this to the staff member in charge of assigning optionals. The Challenge Course Manager will be “on” for both optionals.
- ◇ 5:30 pm - Cabin Time: Check and take down Challenge Course equipment.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 8:30 pm - Break