

BLACK ROCK RETREAT
Job Description

Resident Program Team Member

JOB PURPOSE:

To facilitate the mission of Black Rock Retreat by leading hands-on, environmental science oriented sessions for various age groups, which help learners to explore & learn from His creation. To provide excellent programming for our guests including retreat, waterfront, and educational activities. To support the organization through serving in other areas as needed.

RESPONSIBLE TO:

Outdoor Education Director

WORK UNDER SUPERVISION OF:

Outdoor Education Director and other Black Rock Retreat Department Leaders as needed.

GENERAL QUALIFICATIONS:

1. Has a personal relationship with Jesus Christ, exhibiting evidence of a consistent, growing, daily walk.
2. Desires to serve the Lord and to make Him known to others.
3. Is in agreement with Black Rock Retreat's purpose, statement of faith, and policies, and with the mission and vision statement of the Outdoor Education program.
4. Has strong leadership qualities and is a good Christian role model.
5. Is flexible and willing to forgo personal rights for the common good of others and the organization. Servant attitude, i.e., Phil 2:4
6. Presents themselves exceptionally in regard to hygiene, professional dress and attitude.

SPECIFIC QUALIFICATIONS:

1. Has knowledge in the areas of science, nature, adventure recreation, and challenge activities, and a desire to continue learning in these areas.
2. Desires to serve the Lord by teaching others more about our Creator through His creation.
3. Possesses patience and the ability to instruct and interact with people of various ages and backgrounds, particularly children and youth.
4. Has experience, education, and training and/or a willingness to learn to teach outdoor skills and science classes.
5. Possesses organizational and public relations skills and is detail oriented.
6. Is a "people person" who enjoys and has a good rapport with people of various ages and can relate well to the public.
7. Is able to follow and carry out both verbal and written instructions/prescribed procedures.

8. Demonstrates excellent decision making abilities
9. Has the desire and aptitude necessary to learn required technical, safety, and facilitation skills for working on the low and high ropes course.
10. Is physically capable of belaying and climbing heights of up to 40 ft.
11. Is able to complete the requirements of Red Cross Lifeguard training Is able to walk on uneven trails and navigate natural surfaces.
12. Is able to lift and carry up to 50lbs.
13. Previous ropes course experience is desirable but not required.
14. Possess or obtain current First Aid, CPR, AED, & Lifeguard certification.

RESPONSIBILITIES:

1. Serve as an instructor for the Outdoor Education Program during the spring and fall seasons, and as needed throughout the summer season.
 - a. Cooperate and work effectively with other Outdoor Education instructors as a team member to create an atmosphere conducive to spiritual, educational, and social growth.
 - b. Encourage and foster interest, respect, and good stewardship for the world we live in as God's creation.
 - c. Attend Outdoor Education staff meetings and provide feedback as needed.
 - d. Participate in Outdoor Education Instructor training at the start of each season and assist in development of the curriculum for each year's spiritual theme.
 - e. Assume role of a teacher in aspects of motivation, discipline, problem-solving, question-asking, and many other functions during class time.
 - f. Help to organize and direct evening activities as needed, including devotions, worship, games, and night hikes.
 - g. Create new lessons or improve existing lesson plans as needed.
 - h. Assist in maintaining a clean Nature Center and storage area.
 - i. Assist in caring for the animals in the Nature Center, including feeding, grooming, and cleaning cages.
 - j. Attend a weekly gathering of believers outside of Black Rock Retreat.
2. Serve as an Activities Facilitator during the spring, summer, and fall seasons.
 - a. Be familiar with and follow the policies and procedures as outlined in the Black Rock Retreat Challenge Ropes Course manual.
 - b. Attend ropes course trainings as required, and pass an annual written and practical test
 - c. Greet participating groups, collect fees and complete paperwork.
 - d. Facilitate activities in accordance with current policies and procedures and take opportunities to connect experiences to Black Rock's mission and each group's goals.
 - e. Inventory and properly store equipment after use.
 - f. Help maintain areas and equipment and report missing or damaged equipment.
3. Serve as a lifeguard at the Black Rock Retreat pool and lake during the summer and early fall season.

- a. Keep a watchful eye on all swimmers
 - b. Provide a welcome atmosphere to guests. Interact with them and answer any questions they may have.
 - c. Maintain cleanliness of the pool and surrounding area, which includes sweeping, skimming, cleaning up & taking out the trash, tidying the deck area, mowing grass, and putting out towels.
 - d. Stay in shape by swimming a minimum of 300 yards continuously at least 3 times a week during the summer season.
 - e. Attend in-service trainings and perform different mock rescues as required by the Waterfront Director.
4. Assist in other areas as needed; including but not limited to, maintenance, housekeeping, guest services, and food service. Training will be provided for these areas.

TRAINING & DEVELOPMENT

Receive training and certification in CPR, First aid, & AED.

Receive training in teaching methods and nature study.

Receive training in BRR's Challenge Ropes Course.

Receive Lifeguarding training and Certification.

EMPLOYMENT DATES

This position will begin at the start of the Spring Outdoor Education season (April 1, 2020) and last through the completion of the Fall Outdoor Education season (date TBD).

Primary responsibilities in the spring and fall will be with the Outdoor Education and Group Activities programs.

Primary responsibilities during the summer will be dependant on each department's needs and will be shared between Outdoor Education, Group Activities, Lifeguarding and Summer Camp.

BENEFITS

Housing will be provided for all single Resident Outdoor Education team members during length of employment and will include all utilities. Cleaning and non-disposable kitchen supplies will be provided when applicable.

Meals will be provided while working when meals are being served to guests in the Maranatha Retreat Center as outlined in the Outdoor Education policies.

First Aid/CPR/AED and Lifeguard Certifications for those without current certifications.

Competitive salary offered based on experience.