**ADVENTURE CAMP COORDINATOR**

**Qualifications:**

1. Must be at least 21 years of age
2. Current certification in CPR, First Aid, Lifeguarding, AED
3. Preferred to also have Wilderness First Aid Certification
4. Good driving record; able to drive Camp Don Lee vehicles
5. Experience in leading small group outdoor multi-day camping trips
6. Able to work, lead, and represent as a Christian Leader to campers, staff, and others.

**Responsible To:** Program Leadership Team

**General Responsibilities:**

1. Maintain a safe, fun, and supportive environment for campers and staff during the camp week
2. Uphold the values and rules set forth by Camp Don Lee and the United Methodist Camping & Retreat Ministries.
3. Make sure that the needs of the camp and campers are taken care of in a timely manner.
4. To participate in ALL Adventure Camp activities.
5. To maintain the equipment needed by the Adventure Programs and to make sure working equipment is ready for each trip.
6. To have a nightly Vespers and debriefing of the day/week.

**Specific Responsibilities:**

1. Again, to ensure the campers have a safe, fun, and supportive environment to learn and explore in.
2. To make sure that all campers participate to the best of their abilities in activities each day
3. For campers to be fed three filling meals per day and to make sure that a healthy snack is available throughout the day.
4. Make sure that the rules at each campsite are known and followed by the entire group. You are a direct representation of Camp Don Lee.
5. To communicate with vendors about each activity before you arrive.
6. To arrive at each activity with the campers prepared with the necessary mental and physical needs to be successful for that activity
7. To always have a backup plan in case of bad weather or conditions out of your control
8. To always have games and activities ready during down time
9. To make sure that the program budget is maintained and each receipt of purchase is kept in an organized format to be turned in at the conclusion of each trip.
10. To give out and document medications that are prescribed to campers as needed
11. To give out and document any medications or illnesses/injuries campers have during the week