

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Assistant Girls Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Girls Director
Supervisory Responsibilities:	Counselors
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	January 13, 2017

---

*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The Assistant Girls Director is responsible for providing the administration and management of the GVR girls' village in the absence of the Girls Director (i.e. days off, sick days, etc.). The Assistant Girls Director will be responsible for counseling a cabin as part of her normal weekly schedule.

## Duties and Responsibilities:

- Fills the role of Girls Counselor as necessary (please see the Girls Counselor job description)
  - During full-capacity weeks, the Assistant Girls Director will be expected to counsel
  - During weeks with empty cabins, the Assistant Girls Director will receive priority in the consideration of who receives an empty cabin
- Assists the Girls Director in providing training sessions for counselors during staff orientation week and in-service training sessions during camp weeks
- Assumes responsibility for the administration and management of the GVR Girls Village in the absence of the Girls Director, including:
  - Monitoring the health and safety of every camper residing in girls village
  - Watching for campers who stand out, are not fitting in, or seem to be struggling with life at camp and make changes where necessary in cooperation with the Girls Director and the Camp Director.
  - In a sensitive manner, reporting any extraordinary personal issues to the Girls Director, Assistant Camp Director and Camp Director.
  - Ensuring that all cabin units meet daily camp appointments on time.
  - Making certain that every camper and cabin unit has appropriate supervision at all times.
  - Taking attendance at all line calls
  - Dismiss tables in the cafeteria during meal times.
  - Conducting cabin inspections
  - Monitoring rest periods (relieving counselors, if needed) and monitoring lights out at night.
  - Setting cabin patrols to monitor the girls village during curfew hours and to assist counselors in quieting the campers

## **JOB DESCRIPTION—GVR SUMMER STAFF, Assistant Girls Director**

---

- Works to ensure that announcements from the Programming Director, Assistant Camp Director, and Camp Director make it to each Girls Counselor and camper in a timely manner.
- In the event of an emergency, contacts the Camp Nurse and Summer Camp Office/Camp Director immediately
- Performs any additional summer camp related duties as assigned by the Girls Director, Camp Director and/or RMC Youth Director.

### **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certifications or documented training or experience from a recognized organization.
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for the operation of a Children's Resident Camp as well as the General Rules and Regulations
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

### **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and occasionally lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# JOB DESCRIPTION—GVR SUMMER STAFF, Assistant Girls Director

---

## Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. This position is highly demanding and requires great flexibility and responsiveness. Tasks are primarily performed in the office, but at times may be performed in a variety of locations and conditions around the Ranch, including the indoor pool, the camp's lake, the camp's trail system, the horse barn, corral, arena, and the rock climbing areas. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

---

Signature

---

Date