



JOB DESCRIPTION: CHALLENGE COURSE COORDINATOR

Classification: Seasonal-Summer

Location: [Glisson Camp and Retreat Center](#)

Reports to: Assistant Director of Village and Sparrowwood

Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college completed
- Ability and willingness to:
 - practice servant leadership while working collaboratively within a team
 - facilitate harmonious relationships and interactions between campers and fellow staff members
 - perform in potentially strenuous physical activities (hiking, lifting, etc.)
 - give and receive constructive feedback
 - solve problems creatively in fast-paced and at times high-stress environments
 - learn use of all necessary equipment and receive training certifications

General and Specific Responsibilities:

- Collaborate with Director and Assistant Director of Village and Sparrowwood to understand Glisson challenge course philosophy
 - Participate in and show competence in necessary skills taught in facilitator training offered by a certified Professional Vendor Member by the Association for Challenge Course Technology as directed
- Collaborate with Director and Assistant Director to coordinate staff training
 - Regard safety (physical and emotional) as the first priority and most important consideration in every circumstance
 - Teach belaying technique, Zipline catching, proper care of equipment, element specifics, etc.
 - Teach and ensure proper procedures and practices are used by all challenge course staff and participants
- Daily responsibilities
 - Facilitate on the challenge course
 - Create and adjust the weekly facilitator schedule
 - Supervise challenge course staff and ensure proper procedures are followed
 - Work with staff to complete incident reports as needed (accidents, injuries, etc.)
 - Keep regular and up-to-date rope and gear logs
 - Maintain a clean and organized living space and Challenge Course supply storage space
- Maintain Challenge Course Facilities and Equipment
 - Perform routine visual inspections of all challenge course elements on a regular basis
 - Perform any necessary repairs within scope of training with approval from the Assistant Director
 - Submit maintenance forms for any necessary repairs when all individual efforts have been exhausted
 - Wash belay ropes as needed
- Active Coordinator Team member
 - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
 - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
 - Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
 - Ensure adherence to camp policies/procedures and Core Values
 - Attend and contribute to Coordinator Team meetings

These are not the only responsibilities assigned to this position.
Other responsibilities may be assigned and the above list may be altered as-needed.