



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Recreation Aide

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Exempt Summer Staff Seasonal

DATE: October 2023

REPORTS TO: Maintenance Supervisor, Asst. Maintenance Supervisor & Executive Camp Director

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Facilitate all aspects of the camp ropes course, archery, pellet gun and other recreational activities.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job-related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Responsible for the safety and well being of the campers and staff while in all recreation areas.
- Ensure all recreation areas are clean and safe.
- Responsible for maintaining the high and low ropes course equipment and surrounding areas.
- Responsible for overseeing the ropes course and making sure staff are following safety standards. Responsible for keeping the ropes course and other sports equipment in an organized location.
- Responsible for submitting incident reports when accidents or incidents occur in recreation areas. Must report all incidents to the Camp Director.
- Coordinating with the Divisional Youth Department to provide safe and fun ropes course programming and other recreation activities.
- Be on time for scheduled recreation activities.
- Be comfortable driving recreational vehicles and hauling equipment.
- See that recreation staff are on time and are performing their duties properly.
- Maintain pellet gun, archery and ropes equipment making sure it is operating and safe.
- Purchase supplies for recreational activities.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Attend all staff and camp meetings.

- Assist Youth Department with program activities, including during the evening program.
- Carry out assignments given for camp registration.
- Other duties as assigned.

Minimum Qualifications:

Education: NA

Experience: Experience in ropes courses or outdoor education/recreation preferred.

Certifications/Licenses: Must pass camp provided ropes course training at the Lead Facilitator Level. CPR and First Aid certification preferred but not required. Must be trained in archery and pellet gun ranges during orientation week.

Skills/Abilities: Ability to work long hours with limited breaks. Ability to work in both hot and cold weather conditions, indoors and outdoors.

Supervisory Responsibility: None

Safe from Harm Level: 3 Camp Training

Blood borne Pathogen Level: 3

Physical Requirements:

Speaking, hearing and vision ability, and excellent manual dexterity to be able to provide a safe recreational environment, to provide instruction and introduction to various activities and to maintain equipment. Lifting, pulling, and pushing of materials up to 25 pounds to be able to assist in recreational activities. Requires bending, squatting and walking. Standing up to 6-8 hours per day.

Travel: None

Driving: Must possess a valid driver's license from the state in which you reside. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed on the campgrounds and does include weekdays and weekends based on the summer camp and divisional schedule.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date