

Kenbrook Bible Camp
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VENTURE OUT! TRIP LEADER

Job Description
Revised 11/09

Note: This position description does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned to or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Responsible to: Director of Youth Ministry

Supervisor of: Venture Out campers; CITs in your charge

Purpose: To oversee the care, supervision, spiritual discipleship, health, safety, and discipline for a group of campers.

Serving at Kenbrook is far more than a job; it's a ministry! The Kenbrook staff is a team, working together to glorify God by serving the body of Christ and our community through relationships, programs, and services that promote evangelism and discipleship. Consequently, it is vital that our staff understands that "going the extra mile," serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord. It is for His glory and honor that we serve.

Qualifications:

- Be at least 21 years of age
- Testimony of a personal relationship with Jesus Christ and an understanding of the disciple making process
- References of past leadership experience in Outdoor Adventure Programming.
- Current Wilderness First Aid, CPT and American Red Cross Lifeguard certifications
- Alertness and ability to respond to critical incidents
- Attend two weeks of pre-camp staff training
- Ability to accept supervision, guidance and correction
- Ability to coordinate a wilderness trip designed for camp
- Ability to maintain trip equipment "in the field" and perform routine, basic equipment repairs and adjustments
- Ability to cooperate with and invest in a trip leader partner over an extended period of time and under demanding circumstances
- Desire to work with children and youth in the outdoors
- Have the maturity to place the welfare of the camper first and foremost and to lead a week full of adventure and fun without sacrifice to the health or safety of the camper
- Understands and practices what it means to become part of a the ministry team in a residential camp program which includes self-sacrifice, accountability, mutual admonition and encouragement, and corporate praise
- Have the desire and maturity to minister consistently with the philosophy and goals of Kenbrook Bible Camp

Responsibilities:

Supervisory & Training:

- Teach skills to campers necessary for a fun and safe experience before leaving on the trip, such as low impact camping skills, leave no trace principles, trail cooking, and safety/emergency procedures
- See that all campers are evaluated by the nurse before the trip and after the trip reporting any illnesses or injuries sustained and what action was taken
- Actively observe campers interacting with other peers and staff and look for “teachable moments” where the camper can be guided, corrected or encouraged.
- Meet with each camper for a one-on-one discussion
- Lead by example in both your words and actions

Administrative:

- Oversee trip expenditures and budget
- Perform Vehicle Safety Checks prior to departing Kenbrook and report any concerns to the Program Director
- Complete trip itinerary with participant roster and submit to the Summer Camp Director
- Handle petty cash and credit card receipts, coding them appropriately and returning them (as well as leftover cash) to the Director of Youth Ministry by Sunday staff meeting
- Plan all menus for each trip and purchase all food needed for the trip as cost effectively as possible (through Aldies and Sysco rather than last minute Wal Mart runs)
- Maintain a camper health log to include all medication distribution (prescription and non-prescription) as well as detailed documentation of all injuries sustained and what measures were taken to treat those injuries
- Work with trip leader partner to review and adjust trip itineraries as needed.
- Turn in all CIT paperwork to the CIT Director by Sunday dinnertime each week
- Complete and return all evaluations given to you by the Director of Youth Ministry or Program Director by the deadline given
- Complete and turn in all camper evaluations to the Director of Youth Ministry from the week by Sunday staff meeting
- Attend and participate in all staff meetings unless permission is granted to be excused (or to be late) from the Director of Youth Ministry
- While at camp (there will be two weeks out of the summer that you will not be on a trip), help pack food and prepare equipment for future trips, facilitate ropes course events, participate in staff meetings and camp programs and assist where needed as directed by the Program Director of Director of Youth Ministries
- Oversee the inventory and packing of all trip materials and supplies at the end of the season
- Evaluate current season and make suggestions for improvement for the following season

Counseling:

- Show genuine love and acceptance for the campers going on the trip. Provide a positive atmosphere during pre-trip orientation and during the trip. Affirm each campers God-given worth and dignity
- Effectively utilize teachable moments that grow out of your experiences together through group discussions, one-on-ones and debriefing events

Spiritual:

- Be a model of a Christian man or woman before the campers and staff
- Endeavor to share Christ in meaningful ways through your words and actions
- Actively guide the campers through daily Bible Studies and provide for daily reflective and personal devotional time during the trip schedule
- Provide spiritual counsel for campers pointing them to Scriptures to minister to their various needs and concerns
- Maintain your personal daily quiet time throughout the summer
- Be loyal, supportive and edifying to your fellow staff members—communicate needs or problems directly to the Director of Youth Ministry to avoid slandering one another