

Job Title: Outdoor Ministry Staff
Reports To: Assistant Camp Director

Summary:

Plans, organizes, and directs Catholic education programs designed to promote religious education among campers by performing the following duties in support of the mission of the organization.

Duties

Plans and executes group programming.

Analyzes member participation, and changes in group emphasis to determine needs for programming.

Develops retreat programs and lesson plans.

Plans group activities and projects to attract attention to, and encourage active participation in programs.

Promotes camper participation in group learning experiences.

Orders and distributes program supplies.

Performs any other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds to requests for service and assistance.

Team Work – Contributes to building a positive team spirit.

Leadership – Inspires respect and trust; Displays passion and optimism.

Visionary Leadership – Mobilizes others to fulfill the vision.

Diversity – Shows respect and sensitivity for cultural differences.

Ethics – Treats people with respect; Inspires the trust of others; Works with integrity and ethically.

Adaptability – Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Arrives at meetings and appointments on time.

Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual should have knowledge word processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

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.

- Be physically able to accompany the campers to any of the camp activities.
- Be able to communicate verbally with campers and provide instructions.
- Have visual ability to recognize hazards in the camp setting as well as physical symptoms of camper injury or illness.
- Have auditory ability to respond appropriately to hazards and any camper concerns.
- Be able to observe camper behavior in daily camp life, to respond verbally to health and safety concerns, and to deal appropriately with any improper behavior.