

# LAKE GREELEY CAMP

*A private co-ed summer camp in the Pocono Mountains*

## Winter Office

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## **Adventure Activities Director**

Desired Qualifications: College Graduate.

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Adventure Director is expected to be a team or group worker in helping to carry out the principles and policies of the Adventure Program, as well as the objectives and philosophy of Lake Greeley Camp.

### Areas Of Responsibility

Be responsible for the daily activity program areas of Rock Climbing, Zip-line, and Ropes Course.

This Responsibility Includes:

- 1) Instructing Campers in the activity areas.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the activity instructors.
- 4) Setting up specific achievement levels and awards for the Adventure Activities.
- 5) Maintaining all safety requirements as directed by the ACA and Lake Greeley Camp.

### Orientation

During this time, the Adventure Director, along with the Program Director, is to aid instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

### Daily Program

The Adventure Director will monitor each specialty area. This includes visiting each activity site in operation multiple times per day. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Adventure Director will also meet with specialty instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Adventure Director will instruct campers in the activities.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.