

# Recreation Coordinator Job Description

*Updated January 9, 2025*

**MARANATHA'S PURPOSE:** Mission - To glorify God by introducing people to Jesus as Savior, training them in Christian living, and sending them out to represent Christ to the world. Vision- Changed Lives. Motto- Get away, quiet down, hear God speak, make life-changing decisions.

**JOB PURPOSE:** To serve the campers in a positive environment we create at Maranatha Camp & Retreat Center and support fellow staff in this purpose. As a result, many will hear God speak and make decisions about salvation, discipleship and Christian service.

**JOB SUMMARY:** Oversee the recreational department staff, areas, equipment, and experience. Exhibit strong organizational ability with people, rec supplies, rec features, and tasks. Be willing to patiently walk on a developmental journey with the rec team (staff and volunteers), that will look unique for each team member, given that several of them will be first-time job-holders. Capable of giving firm-handed guidance when needed, even in the midst of what is a fun-focused culture. Many activities are needed each day, and you must be able to problem solve on the fly and be flexible in many ways. Projects and maintenance/improvement work required, especially in the non-summer months.

**ORGANIZATIONAL RELATIONSHIP:** Reports to Executive Director. Works with Accommodations Manager as the Rec Team regularly is involved in cleaning chores. Works with the Guest Groups Coordinator in making calls on rec arrangements and availability for Guest Groups. Works with Program Director(s) for any activities that involve Rec's assistance. Communicates well with the rest of department leads as circumstances require.

## **RESPONSIBILITIES:**

- **Coaching and Discipleship** of staff, and volunteers who serve on the Rec Team in a variety of areas, including developing a good work ethic, representing Maranatha well in hospitality and attitude, maintaining positive relationships with co-workers, exhibiting a service orientation, learning to do a job well, and encouraging personal and spiritual growth as a Christian.
- **Customer Relations-** Exceed customer expectations in all areas of hospitality with consistently high ratings on customer evaluations. Provide leadership to and champion "a culture of care and hospitality" through direct supervision of these key areas and through efforts with the full time staff that includes superior communication and service. Instill hospitality values to students/staff by coaching and reinforcing best practices that develop the individual while maintaining a warm environment for guests.
- **Upkeep and Development** of recreational features, areas, equipment, and offerings. During the retreat season plan, get approval for, and execute projects to maintain existing rec items, whether needed for safety, aesthetic reasons, or enhancements. Dream, gather, research, and cross-check ideas for new rec items, and be capable of communicating plans in-detail on-paper. Be ready to work with other staff members as required to see approved projects through to completion. During the summer season, perform critical upkeep only, unless time allows more.
- **Team Management-** Exercise and improve in all skills necessary to manage the rec team. Must be able to make and communicate schedules and plans, including changes. Deal with team conflict or work-issues prudently and quickly so they don't carry on or become a part of the norm. Practice clear communication using both verbal and written/electronic mediums. Make a habit of monitoring and reviewing performance. Keep a good team balance in understanding the priorities of, not only job completion and quality, but also rest.
- **Technical Skills-** Acquire and maintain an intimate understanding of rec features and equipment, and how to run them well for efficiency, fun, and safety. Seek opportunities to learn more and keep up to date with best practices. Pass on knowledge as able and practical.
- **Safety Management-** Regularly review, research, establish, post, and monitor safety standards, in equipment operation (staff), use (guests) and status (level-of-repair/condition). Strive to ensure that there are standards in-place

that are both documented and the relevant parts of communicated to staff and guests. When required, hire and schedule professional safety reviews and certifications from a reputable, qualified third-party

### **REC FEATURES LIST INCLUDES, BUT NOT LIMITED TO:**

Gym, skates, spa, climbing wall, bounce houses and inflatables, fitness room, table games (ping pong, pool, foosball), paintball, archery (incl. archery tag), clay shoot, nature trails, yard games (9-square, gaga-ball, cornhole, spikeball), sports equipment and courts (basketball, volleyball, pickleball), water toys, waterfront, waterslide, pool (and bathhouse), sand areas, fishing equipment, lake/fish health, tubing and other powerboat equipment (excluding maintenance and buying/selling of powerboats), man-boats, playground equipment, mini-golf, disc golf, zipline, low-ropes, rec-storage areas, and co-responsibility (shared with Properties and Maintenance) of the ball field, axe-throwing

### **WORK SCHEDULE COMMITMENT:**

**Summer Camp Season** - 6 days/week, 8-12 hours/day.

**Retreat Season** – 5 days/week, 7.5 hours/day, except for retreats which require up to 12 working hours/day

**Description** – This position requires working during non-business hours and weekends during events. When not working events, the schedule follows a flexible regular business workweek under the discretion of the supervisor.

### **QUALIFICATIONS**

- Willing to Wholeheartedly Move with our Staff Values
  - Develop Disciples and Servant-Leaders
  - Be Ready to Share the Message
  - Extravagantly Serve
  - Be Adaptable and Eager
- Current CPR and First Aid Training, NE Boating License, and SPO (camp provides)
- Knowledge of lifeguarding and water safety
- Good work ethic and professionalism in appearance, speech, and job skills
- Willing and cheerful support of and teamwork with fellow Maranatha Staff and Managers
- Customer service skills and hospitality-mindedness
- Able to use management & prioritization skills once familiar with position
- Completes tasks in a time-efficient manner, communicating through the process
- Be a proactive self-starter (know what needs to be done and complete it without being asked)
- Excited to self-develop and learn new skills to greater levels, and patience while getting there
- Spiritual maturity to disciple staff and handle conflict appropriately
- Administrative capacity for scheduling and planning
- Can lift at least 50 lbs to waist level
- Ask questions when you don't know the answer

**THE STAFF MANUAL** outlines further details regarding relationships and working arrangements.

For the purpose of this agreement, the following benefits are restated: housing, utilities, monthly salary, food when being served to groups, use of camp facilities and equipment when available.

**COMMITMENT:** I have read, understood and agreed to the above job description. I have read the staff manual, including the objectives, ministry and doctrinal statements and agree with them. I agree to live by the policies and standards outlined in the staff manual.

Employee Signature (print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature (sign) \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature (sign) \_\_\_\_\_ Date \_\_\_\_\_

#### **CONTACT AND APPLICATION INFORMATION**

**Ready to apply?** Visit the webpage below to find our application, if available

Summer Ministry Team Positions - [maranathacamp.org/smt](http://maranathacamp.org/smt)

Year-Round Ministry Positions - [maranathacamp.org/year-round-careers](http://maranathacamp.org/year-round-careers)

**Questions?** Reach out to the supervisor or hiring team for this position:

**Anthony Ramirez - (308) 330-0067 - [anthony@maranathacamp.org](mailto:anthony@maranathacamp.org)**

#### **General Contact Information**

Maranatha Bible Camp, Inc

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