

Title: Recreation and IT Coordinator

Reports to: Property Director(s)

Job Classification: Exempt Status



Position Summary

Provide leadership that creates a culture to develop relationships both with our staff and guests, leads to a greater understanding of the Gospel and seeks to display a level of excellence that anticipates, meets and exceeds our guests' needs. The Recreation and IT Coordinator will work with the Property Director(s) to plan and implement all recreation elements on the property, as well as, work as a part of a team to design and implement needed technical resources to support the ministry of Crossings. This position will require a number of days in the Central Office each week, while maintaining the necessary time at the property to fulfill the recreation role. Also, some time will be dedicated to the general conference time needs. This position is salaried and hours will be determined by the season of the year.

Values

Gospel displayed as:

- Commit to a daily walk with Christ, which includes reading His word, praying and regular fellowship with believers.
- Commit to consistent attendance in a local body of believers.
- Commit to regular sharing of faith.

Relationships displayed as:

- Commit to seeking opportunities to build relationships with our staff.
- Commit to resolving conflict in a way that honors Christ and His word.
- Commit to seeking opportunities to build relationships with our guests prior to their arrival and while on property.

Excellence displayed as:

- Commit to seeking to do everything as unto the Lord.
- Commit to help hold accountable each individual on staff to this same level of excellence.

Key Areas of Responsibility

- Inspection, maintenance, construction and execution of all recreation elements at the property.
- Working as part of a team to ensure all IT-related items are completed on time and with excellence.
- Ensuring that the guests on the properties have all recreation and IT elements needed to execute a successful event.
- Preparing and organizing all recreation and IT elements for the transfer of knowledge to the Summer Staff.

Core Competencies Required

- Ability to communicate effectively with both staff and guests.
- Basic skills in using a word processor, spreadsheets, Microsoft Access, i.e. Microsoft Office.
- An understanding of Wordpress and CSS.
- A working knowledge of ASP.NET, classic ASP and the architecture of DANDY 1 and 2.
- An understanding of the Adobe Creative Suite-Illustrator, Photoshop etc.
- A working knowledge of all technical equipment on property, including: sound, lights, video, livestream and ProPresenter, and an ability to transfer that knowledge to Summer Staff.
- A continued learning in development of high and low ropes course elements.

Measures

- Our guests make significant spiritual decisions while at camp, i.e. salvation, call to ministry, etc.
- You seek to maintain relationships both with those you work with and those you serve. (These are measured in a yearly 360 degree evaluation and then on a weekly basis through retreat and camp evaluations.
- You seek to maintain excellence in your work. This is measured through the timely, error free completion of your work. Recreation evaluations should also average an 8 out of 10, or higher.