

**THE SALVATION ARMY**  
**North and Central Illinois Division – Wonderland Camp and**  
**Conference Center**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Adventure Manager/Senior Counselor

**LOCATION/DEPT:** Wonderland Camp and Conference Center

**REPORTS TO:** Activities Director

**FLSA CATEGORY:** Exempt

**STATUS TYPE:** TFT

**OUTCOMES**

The Assistant Adventure Manager will provide professional and safety-oriented instruction and assist in the facilitation of the Adventure Program. This position will provide an unforgettable experience for the participant. The Assistant is also responsible for providing an outdoor living team building experience with a Christian message.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Program Administration

1. Assist with adventure program orientation during general staff training. Work with Camp Leadership in planning this orientation.
2. Assist in supervision and instruction or program skill area skills.
3. Assist Adventure Manager to develop relational goals and objectives.
4. Work cooperatively with Adventure Manager, Unit Leaders, and Counselors in implementing the Adventure Program with a focus on team building.
5. Assist in preparation of lesson plans for Adventure Program activities.
6. Maintain program area daily (ropes, harnesses, helmets, nuts, bolts, cables, fasteners, tensioners, trails and storage area) for cleanliness, care, organization and safety.
7. Attend to pre-camp preparation of all equipment and materials for the Adventure Program.
8. Assist in preparation of an inventory prior to storage of all equipment and materials. Submit a list of purchase needs to the adventure Program Manager for the upcoming summer.
9. Obtain approval for all program purchases.
10. Plan rainy day activities for your program area.
11. Assist in preparation and implementation of evening programs.
12. Assist with maintaining assigned lodging (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time.
13. Complete accident reports for any accidents involving campers and staff.
14. Complete Daily Usage Logs for all adventure program aspects as required by ACA.

#### Camper Interaction

1. Assist with camper check-in and continue to monitor camper and staff needs daily.

#### Other Duties

1. Participate in leadership training week.
2. Maintain program buildings and property; turn in maintenance requests to Program Manager.
3. Assist with transportation of campers and staff.
4. Participate in and encourage attendance at staff devotions, outings, and worship services.
5. Maintain a sense of professionalism in nature areas: self control, service positive attitude, work ethic and sense of ministry.
6. Complete ARC CPR for the Professional Rescuer and Standard First Aid\*.
7. Maintain a servant attitude, function as part of the ministry leadership team.
8. Provide efficient service to all customers with a cheerful attitude.
9. Help prepare and distribute staff evening snacks.
10. All other duties as assigned.

#### **REPORTING RELATIONSHIPS**

This position reports to the Activities Director.

In contacts related to this position's duties this individual act as a representative of the Army and its mission.

#### **PERFORMANCE MEASUREMENTS**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy, and completeness of accomplishing assigned goals.

#### **EDUCATION/EXPERIENCE**

- Minimum 1 year of college or equivalent.
- Must have at least 1 year of experience as a camp counselor.
- Minimum age of 18 preferred.

#### **COMPENTENCIES**

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.
- Able to relate God's handiwork through adventure activities and in relationship with the Word of God in programming initiatives.
- Able to live on camp grounds throughout duration of employment.
- Good communication and interpersonal skills.
- An attention to detail
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- Demonstrated ability to use initiative and be a self-starter.
- Knowledge and skills in high ropes course, challenge course, climbing tower concepts, zip line, giant swing and principals (safety guidelines, skills and ability to instruct).
- Current ARC CPR for Professional Rescuer and Standard First Aid\*.

- Some supervisory experience.

**POSITION LIMITATIONS**

- This individual will only commit Army resources that have been allocated or approved.
- This individual will keep the Activities Director informed on all critical issues relating to his/her area of responsibility.
- This individual will adhere to all Army policies and procedures in carrying out the responsibilities of this position.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- This position is required to do light to heavy physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly required to use ropes or challenge course equipment.
- The work environment for this position includes an office and outdoor environment with a low to high noise level.

**SIGNATURES**

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Supervisor/Date

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Employee/Date

Date: 6/06, 2/09, 1/10

Date Revised: 9/10, 1/12, 5/14, 10/18, 1/21, 1/24

**THE SALVATION ARMY MISSION STATEMENT**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination