

HEARTLAND PRESBYTERIAN CENTER

Job Postings

Heartland Center has two part-time positions open, (see attached job descriptions). These two positions could be held by the same employee to create one full-time position.

Title: CAMP REGISTRAR (Half-Time)

Purpose: Process registration paperwork of participants in Heartland camp programs. Provide clerical support for Heartland's administrative staff as assigned. (Position description on following pages.)

And

Title: ACTIVITIES COORDINATOR (Half-Time)

Purpose:

Direct and coordinate the operations and the development of the various recreational activities of the Center's Children and Youth Programs, Adult Programs, and for the Center's retreat and conference outside rental groups. (Position description on following pages.)

Current activity program areas:

1. Horseback Riding
2. Swimming Pool
3. Target Sports
4. High Challenge (High Ropes) Course
5. Team Challenge (Low Ropes) Course
6. Autumn Adventures Fall Festival
7. Other activities may include but are not limited to Bonfires, Inflatables, Professional Storytelling, Hayrides, Group Games, Environmental Education Events, etc.

HEARTLAND PRESBYTERIAN CENTER

POSITION DESCRIPTION

Title: CAMP REGISTRAR (Half-Time)

Purpose: Process registration paperwork of participants in Heartland camp programs. Provide clerical support for Heartland's administrative staff as assigned. Work with others to provide the highest level of hospitality attainable for guests of the Center.

Accountability: This position is accountable primarily to the Program Directors.

Responsibilities:

1. Program, maintain, and expand the registration software and prepare reports as required.
2. Process registration of participants in Heartland Camp programs and knowledge of software to produce reports from the data.
3. Assist in marketing camp to new parents, churches, and groups.
4. Answer emails and phone calls regarding program registration information and status.
5. Produce and send confirmation notices to registered program participants.
6. Assist in the coordination of the participant check-in process for all onsite programs.
7. Help in the preparation of general and bulk mailings.
8. Serve as the online purchasing and booking agent for the program and maintenance departments.
9. Answer and process incoming calls and serve as the first point of contact with visitors coming into the office. Ensure a warm and welcoming reception for all guests.
10. Administer camper scholarship programs.
11. Assist in onboarding summer staff and processing employment forms.
12. Take initiative in suggesting ideas, solutions, etc. to Heartland's administration.
13. Other duties as assigned by the Program Coordinator or dictated by the needs of the Heartland Presbyterian Center.

Skills, Knowledge, and Abilities:

- Be efficient and accurate.
- Must have a warm and welcoming personality
- Ability to focus in a busy and sometimes noisy environment.
- Possess attention to detail.
- Able to work Sunday afternoons and Wednesday evenings during the summer months to assist in camp registrations.
- Able to work non-summer event registrations during non-business hours.
- The ability to learn and become proficient in various computer software programs.

HEARTLAND PRESBYTERIAN CENTER

POSITION DESCRIPTION

Title:

ACTIVITIES COORDINATOR (Half-Time)

Purpose:

Direct and coordinate the operations and the development of the various recreational activities of the Center's Children and Youth Programs, Adult Programs, and for the Center's retreat and conference outside rental groups. Work with other Heartland staff to provide the highest level of hospitality attainable for guests of the Center.

Current activity program areas:

8. Horseback Riding
9. Swimming Pool
10. Target Sports
11. High Challenge (High Ropes) Course
12. Team Challenge (Low Ropes) Course
13. Autumn Adventures Fall Festival
14. Other activities may include but are not limited to Bonfires, Inflatables, Professional Storytelling, Hayrides, Group Games, Environmental Education Events, etc.

Accountability:

The Activities Coordinator is accountable to the Overnight Program Director.

Responsibilities:

14. Coordinate the scheduling of activities with the Guests Services and Program Departments.
15. Recruit, hire, coordinate training, schedule, supervise, and evaluate intermittent and seasonal staff for each activity area.
16. Coordinate horse health care, (schedule veterinarian and farrier visits, manage grain and hay inventory, etc.)
17. When needed serve as a facilitator on the ropes course, lifeguard, or horse wrangler.
18. Assist in managing Heartland's Autumn Adventures fall festival program.
19. Manage the inventory of equipment, supplies, and livestock associated with each activity area.
20. Coordinate the upkeep needs and compliance requirements for all activity areas and equipment (coral, swimming pools, target range, ropes courses, etc.)
21. Communicate the maintenance needs of all activity areas to the maintenance department and work with that department to resolve maintenance issues.
22. Oversee the process to open the swimming pools in the spring and to close the swimming pools in the fall.
23. Assist in the development of activity-related programs for families, churches, and community groups.

24. Assist in the development and management of the activities budget in consultation with the Overnight Program Director.
25. Other duties as assigned by the Program Director or dictated by the needs of Heartland Presbyterian Center.

Skills, Knowledge, and Abilities

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through reformed protestant theology.
- Possess a healthy philosophy and understanding of group and team dynamics in relation to the camp and retreat industry.
- Willingness and ability to become trained as a ropes course facilitator.
- Willing and able to be trained as a horseback riding facilitator.
- Willing and able to become certified as a lifeguard.
- Proven experience in effectively managing others and scheduling workers.
- Understand and relate well with Children, Youth, and Adults
- Willing and able to work extended hours during the summer program season and available to work weekends as dictated by various programs throughout the year
- Excellent communication skills
- Age – is at least 21 years old or older. This age requirement is dictated by the American Camping Association.
- Physically able to:
 - o Work and facilitate others on the high ropes course at heights up to 50 feet off the ground for a period of 6 to 8 hours.
 - o Stand for 6 to 8 hour shifts.
 - o Withstand repetitive motion for up to eight-hour shifts associated with ropes, horseback riding, and pool management.
 - o Work outdoors in all weather conditions.
 - o Travel the trails and roads that connect the various program elements of the Heartland Presbyterian Center grounds.
 - o Able to lift 50 pounds above the waist and lift 35 pounds above the head.

Preferred:

- Practical experience in the camp/retreat industry or a related field (e.g. Christian Education, Outdoor Education, Youth Ministry, Organizational Behavior, etc.).
- Knowledge of and experience with the American Camping Association accreditation standards in activity areas.
- Experience and training in challenge course facilitation (e.g. ACCT, etc.).
- Experience working with horses and/or a horseback riding program.
- Experience as a lifeguard or pool management.
- Certification with a challenge course accreditation agency that is recognized by the American Camping Association.
- Experience and training as a horseback riding facilitator.
- Experience as a certified lifeguard instructor.