



Job Description: Activity Instructor/Host

Responsible to: Senior Instructor
Operations Manager

Major purpose: To lead and maintain onsite activities and recreational pursuits for groups visiting El Rancho (Waikanae Christian Holiday Park) and actively represent Jesus in word and deed to everyone at El Rancho (volunteers, staff, and guests).

General Requirements:

- x This is a team ministry and requires recognition of the needs of others and provision of support in all aspects of camp work when appropriate.
- x This job needs to be undertaken in the spirit of El Rancho's philosophy and objectives as outlined in our Constitution and in the policies and procedures contained in the Policy Manual (available to view on request).
- x The Activities Instructor/Host will seek every opportunity to continuously improve and promote the camp as well as pro-actively engage people with the Gospel.
- x Have a clean police record and be of good moral character.

Core Responsibilities:

1. **Activity Instructor/Host**
 - a. To carry out the safe operation and instruction of all camp activities so that guests have a positive and fulfilling experience.
 - b. To assist with the administration around activities and programmes.
 - c. To demonstrate an attitude of risk management at all times, especially when supervising or instructing activities and in all maintenance work.
 - d. To assist in the development of new activities and programmes.





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- e. Assist with the training of new instructors and any ongoing training as required.

2. Programme Support

- a. To assist the Programmes Co-ordinator with running Christian based El Rancho Camps and other El Rancho sponsored programmes as directed by the Senior Instructor.
- b. To assist with providing evangelistic Christian based programmes for school groups.

3. Maintenance of Equipment and Resources

- a. To assist with the maintenance and replacement of activity and pursuits related equipment under the direction of the Senior Instructor.

4. Hosting

- a. Act as host to groups when required. This may include a public welcome, explanation of rules and health & safety information; orientation to key parts of camp; attending to group requirements and general liaison with group organisers whilst they are on site.

5. Cleaning

- a. Help with general cleaning duties around camp while maintaining a positive attitude.
- b. Help with kitchen duties such as dishes and serving when directed.
- c. Carry out other general camp duties such as occasional grounds maintenance and setting up venues for groups.

6. Administration

- a. Assist the Senior Instructor with activity development.
- b. Assist the Senior Instructor in creating & updating activity policies and procedures.
- c. Assist the Senior Instructor with general administration pertaining to the activities department as required
- d. After hours duty/Night phone.





Ideal appointee specifications:

- x Committed and mature Christian with a passion for reaching young people with the Gospel message.
- x Experience in children and/or youth ministry.
- x Familiar with working under relevant Code of Ethics.
- x Servant hearted and prepared to work long hours.
- x Innovative and forward thinking.
- x Well presented and relevant with an understanding of children's and/or youth culture.
- x Manages own stress appropriately.
- x Manages conflict with grace and clarity.
- x Balances competing demands and prioritises well.
- x Team player and willingness to contribute and to grow along side the onsite community.

Key performance indicators:

The job is being done well when:

- x The Senior Instructor is satisfied with job performance as evidenced from debrief meetings with your managers.
- x Customers express satisfaction with the service they receive as evidenced in the majority of customer feedback.
- x A willing attitude and a servant heart are displayed in interactions with staff, guests and volunteers.
- x Follows and understands instructions.
- x Camp policies and procedures are adhered to.
- x Can deliver a briefing to a group in a fun, relevant, effective appropriate and timely manner.
- x A proactive approach to achieving tasks is displayed through a positive attitude and good work ethic.
- x Any conflicts dealt with following Biblical principles.
- x Knows and adheres to the process of injury and incident reporting.
- x Wears correct uniform and appropriate gear, understanding the Instructor's role as an example.
- x Exhibits ethical and moral standards as outlined in Staff Handbook.
- x Completed training courses specified.

