



**The Salvation Army  
Golden State Division  
CAMP REDWOOD GLEN**

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**POSITION:** Outdoor Adventure Camp Assistant Director  
**SUPERVISOR:** Outdoor Adventure Camp Director  
**DEPARTMENT:** Camp Redwood Glen  
**STATUS:** Summer Camp

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**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.

**OVERVIEW:**

The Assistant Director is the OAC Directors “right hand.” You are responsible for supporting the Director in the planning of multi-day backpacking trips, daily devotions, and using each teachable moment to point campers to the God of it all. The objective of the OAC Assistant Director is that you facilitate high and low ropes courses, teach and lead in the areas of safety, nature, and spiritual development, and possess excellent leadership skills. Previous work with teens, backpacking, and camping will be essential. Skills should include topo map reading and orienteering. Lifeguard certification is required for either the Director or Assistant Director. Must have current Wilderness First Aid certification and CPR. Wilderness First Responder preferred. Must be comfortable living in a “rugged” setting.

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**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

As OAC program leader

- Provide continuous supervision for the counselors and campers ensuring their health and safety, providing fun and educational experiences, and guiding their discovery of a deeper commitment to Jesus Christ and a growing faith.
- Encourage camper participation in all aspects of the program.
- Lead small group prayer and discussion times, prepare and share small group devotions.
- Set goals and enforce standards of safety and conduct within the group.
- Spend time with, befriend, and interact with all the campers and staff to create a fun and loving experience for them.
- Spend time one-on-one with staff and campers as appropriate in the group context.
- Collaborate with the OAC Director to complete midsummer and end-of-summer evaluations for all OAC staff.
- Ensure that camper surveys and spiritual well-being cards are completed each week.
- Log any and all communication with camper parents on the camper record in the camp registration software.
- Be an appropriate example for both campers and staff of a committed and growing follower of Christ.
- Offer suggestions to improve OAC Program to the Assistant Camp Director.
- Collaborate with other OAC Staff to facilitate safe and effective low and high ropes courses.

As trip co-leader...

- Do trip preparation and clean up.
- Take responsibility for the well-being and safety of all members of the group.

- Implement the goals and program for each trip.
- Competently instruct campers in wilderness skills.
- Assess trip demands such as weather, time, and the individual's physical condition.
- Perform any and all additional duties.

As a staff member...

- Participate in staff meetings and prayer.
- Communicate any and all needs with the OAC Director and Assistant Camp Director.
- Be supportive of fellow staff members and pray with and for them regularly.
- Fulfill Break Day duties as requested.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

**All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.**

**QUALIFICATIONS:**

- Must be at least 21 years of age.
- Must have interest, knowledge, and skills in recreation, programming, and ministry.
- Must have a heart for teenagers and a compassion for youth culture.
- Must have experience backpacking for multiple days in a wilderness setting.
- Must be flexible and teachable, able to work with supervisors, peers, and campers.
- Must be highly organized and able to work independently.
- Must be in good physical condition and able to perform all the functions of the job.
- Must have current Wilderness First Aid certification and CPR.
  - Wilderness First Responder preferred.
  - ARC Lifeguard certification preferred.
- ACCT lvl 2 certification or equivalent.
- Must have experience in the camp world, either in summer camps, outdoor education, or wilderness therapy
- Must be of good moral character.
- Must have a personal and growing relationship with the Lord.

**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 35 lbs.

Ability to backpack 10 miles with a 35-pound pack.

*Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.*

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**ESSENTIAL FUNCTIONS:**

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

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**Acknowledgment of Religious Purposes of The Salvation Army**

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

**At Will Employment Statement**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

***Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Assistant Camp Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_