

## **Program Training Manager Job Description**

Member of the Program Team under supervision of Program Director

**Rationale:** In order to prepare our staff to be able to lead in the context of adventure ministry it is valuable to have a Training Coordinator who ensures that our staff are gaining proficiency in their ability to teach and facilitate adventure activities.

### **Primary Responsibilities:**

#### **Year Round:**

Preparing staff and interns for their instruction of Journey, and Venture skills.

At times you will be the one doing the training. At other times you will be recruiting others to train based on your expertise and availability.

You will most likely be one of the primary instructors who teaches the skills with our adventure programs.

This involves getting specific staff to specific levels of ability as well as keeping all staff (program team and members of other branches) progressing in their ability to lead a variety of events.

Planning out who will be leading upcoming trips based on ability level, personal development, availability, and needs for specific trips.

Developing a network of outside instructors who can assist us with trip leading.

Keep in contact with a group of former, students, staff and others who can help lead trips.

Develop procedures for getting these outside instructors up to speed and prepared for the trip as well as debriefing their time afterward.

#### **Summer:**

Planning Program Training segments of Staff Training

- Plan the training Schedule
- Delegate instructors for each training
- Assign training to Summer Staff
- Record the staff's level of preparedness as a result of each training.

Logistics and Event Staffing

- Set the TACs schedule

Day 1 Event Prep

- Walk through daily event prep with TACs, ensure TACs are trained properly for running the event.
- Determine how much help each team of TACs will need throughout the week.

Monday Morning Trainings

- Determining what trainings should be offered.
- Determining who should lead each training.
- Determining if specific staff should take specific trainings.

Adventure Observation Coordination

- When possible plan a schedule for those who will be observing the TACs
- Help the observers understand what their role will be as an observer
- Get feedback from the observer regarding how the tac team or individuals did leading the events.

Coordinate TAC Manager Assistants

- Other members of the program team will be available to assist the TAC managers in being a resource to the TACs. The TAC Manager will be in charge of coordinating these assistance.

Morning TAC meetings

- Touch base with TACs to be sure they are prepared for their events. This can/should include
  - Inspiration and encouragement

- Further Training: Each day there should be a 2-5 min training on hard or soft skills throughout summer
- troubleshooting issues that have come up in the week
- communicating plans for the day or any changes to the plan

#### Morning Event Prep

- Provide accountability and/or assistance where appropriate to TACs as they prepare to lead their events.

#### Staffing Input

- Give input to Program Director as he does staffing for future camps.

#### Gather and Maintain Records of TAC readiness

- Gather and compile information in a way that it can be accessible when making decisions about what roles staff should be in in the future.

### **Responsibilities for all of the Program Team Members**

- Assisting in guiding when needed in all of the Program Branches: Venture, Journey, Family Adventures, Summer, Wilderness
- Personally engaging in adventures in God's creation on a regular basis
- Helping out with projects in the Program areas as well as assisting other branches when possible
- During Summer
  - Assist with driving when needed.
  - Plan and host family group time each week.
  - Attend staff devos except for days when you are on curfew.
  - Be a part of the curfew crew and weekend crew rotations.

### **General Responsibilities:** as a member of the Bighorn Community you will be expected to:

- Engage in regular times of Scripture reading and Prayer.
- Regularly and actively attend Staff Connection Time.
- Relationship is a vital aspect of our community and ministry at Camp Bighorn. As a member of the staff you will be expected to invest in relationships with the staff, campers, students, and interns.
- Maintain a clean professional appearance whenever on site at Camp Bighorn.
- Assist other branches by helping with turnaround, dishes, kitchen help, retreat hosting, and programming for weekend retreats.
- Raise the amount decided on for your salary by seeking out Churches, organizations, and individuals willing to partner with you in ministry.
- Participate in periodic trips to conferences, ministry fairs, and churches to help spread the word of what God is doing through the ministry of Camp Bighorn.
- Assist in driving when possible during the summer.
- Submit to the leadership of the Executive Director and Branch Director team.