

**JOB DESCRIPTION**

**Employee Name**

<b>JOB TITLE:</b>	<b>Adventure Recreation Associate</b>
<b>DEPARTMENT:</b>	Adventure Recreation
<b>REPORTS TO:</b>	Assistant Director of Adventure Recreation
<b>EFFECTIVE DATE:</b>	<b>Two Year Assignment</b>
<b>CLASSIFICATION:</b>	Non-exempt
<b>LOCATION:</b>	Kerrville, Texas

**POSITION SUMMARY:** The Adventure Recreation Associate will support the Adventure Recreation team to equip all Foundation camping programs (LLYC, LLFC, LL, and OE) with the structure required to provide high-quality recreation opportunities. The Adventure Recreation Associate will work for two years while participating in the H. E. Butt Foundation Associates Program. As a part of the Associate Program, this role will participate in consistent professional, personal, and spiritual development to help discern future calling and vocation.

**PROGRAM MISSION STATEMENT:**

The Adventure Recreation Team supports, equips, and facilitates adventure recreation activities for all programs within the H.E. Butt Foundation according to the mission and vision of each program.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Fully support the delivery of all Adventure Recreation activities during Canyon camping programs (LLYC, LLFC, LL, OS)
  - Provide Adventure Recreation activity set-up, facilitation, and take-down
  - Perform periodic high ropes inspections/maintenance as assigned
- Provide additional support to Outdoor School (OS) programming
  - Assist with operational tasks such as activity set-up, facilitation, take-down, maintenance, and other program delivery needs as assigned
  - Assist in activity development and program quality improvement
  - Assist with equipment/supplies and maintenance as assigned

**Associate Program Requirements**

- Personal, Professional, and Spiritual Development
  - Participate in thoughtful and challenging discussions around faith, culture, social issues, and vocation led by full-time Foundation staff or resource guests
  - Learn about yourself, your vocational gifts, and the integration of your faith in all areas of your life through book discussions, off-site learning experiences, and personality/aptitude testing
  - Attend workshops on networking, resume writing, interview skills, financial planning, and LinkedIn or other online educational platforms
  - Attend at least one strategic conference to further spiritual development
  - Meet consistently with a chosen mentor for personal and spiritual development and

receive professional mentorship from program leaders

**QUALIFICATIONS:**

- High school diploma required, bachelor’s degree in related field preferred
- Previous work experience in an adventure recreation setting preferred
- Lifeguard certification preferred

**COMPETENCIES:**

- Highly skilled in group facilitation and instruction
- Knowledge of the Adventure Recreation industry and aligned activities
- Ability to remain flexible and composed in unanticipated or stressful circumstances
- Ability to perform high rope activities and perform maintenance on various adventure recreation related equipment
- Ability to lead a wide variety of activities in an outdoor environment and at varying heights

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position will work for extended working hours during retreats that can be near 10 hours a day with occasional overnight responsibilities. This job requires the ability to operate a motor vehicle safely.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environments. This job operates in a camp outdoor environment and a professional office. Will experience outdoor responsibilities and must be able to work outside on uneven terrain.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE