



"Leap of Faith" Coordinator

Purpose:

To promote and manage the Leap of Faith Ropes Course.

Hours:

Year-round part-time

All Staff Expectations:

1. Serve in a loving, Christian manner
2. Respect and uphold confidentiality in all matters deemed necessary
3. All duties necessary as a Badlands Ministries employee to further the ministry
4. Attend bimonthly staff meetings
5. Make public relations appearances / presentations as needed

Qualifications:

1. Must be physically and mentally able to manage and facilitate high and low ropes courses.
2. Must be able to communicate effectively and lead groups.
3. Must be organized and safety minded.
4. Must have basic computer skills.
5. Must be self-motivated.

Responsible to:

Program Director

Job Responsibilities:

Management

- Work out logistics and details with course users
 - Number of users
 - Price/Payment
 - Type of Program
 - Paperwork and release forms
 - Date/Time/Accommodations
 - Invoice/Collect Payment
- Hire and manage facilitators to work course
 - Recruit course workers
 - Coordinate training of course workers
 - Coordinate schedules

- Maintain and oversee course
 - Check course conditions and keep course at acceptable level
 - Course mowed and clean
 - Water to drink for course users
 - Restroom facilities available and clean
 - Check and course hardware and equipment and keep at acceptable level
 - Keep rope logs up to date
 - Order new equipment as needed
- Process Experience with Course Users

Promotion

- Create plan to promote course
 - Identify and determine prospective course users
 - Youth/Confirmation Groups
 - Sports Groups
 - College Groups
 - Corporate Groups
 - Prioritize user list
 - Determine most effective way to contact users and promote course
- Create materials used to promote course
 - Video
 - Brochures/Flyers
 - Website
- Implement Plan
 - Visit prospective course users
 - Make presentations
 - Advertise course to target markets

Last Revised January 17, 2011