



**Position Title:** Activity Supervisor  
**Classification:** Summer Position  
**Reports To:** Program Director  
**Direct Reports:** Aquatic Supervisor, Ridge Assistant, Oasis Assistant  
**Key Relationships:** Program Coordinators, Media Supervisor

### Position Summary

The Activity Supervisor works directly for the Program Director. They shall primarily be responsible for the training and supervision of all activity team staff members; facilitation of communication between the Program Director and the Activity Team; maintaining and organizing all program equipment; execution of all camp activities; creation of new activities or improvement of current activities.

### Key Job Functions

#### Activity Supervision

- Execute proper activity training for all cabin leaders and activity team members prior to summer.
- Ensure that all activities are being run properly and on time.
- Learn to facilitate all activities that Pine Ridge currently offers including: Go Karts, Battle Games, High Ropes, Paddle Boating/Canoeing, BMX, and Archery.
- Accounts for and cares for all sports equipment including balls, bats, hammocks, frisbees, etc.
- Be an innovative problem solver seeking to improve the activity offerings of Pine Ridge.
- Be responsible for the organization and maintenance of all activity equipment being used.

#### Activity Team Supervision

- Responsible for the organization and care of the program garage and golf cart
- Facilitate communication between the Program Director and Activity Team.
- Lead a daily planning meeting with the activity team members ensuring good communication.

#### Other Duties

- Assists with the Roasted Walnut evening operations.
- Assists in other areas of the camp as available including game times, camper check-out and other assignments from the Program Director
- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
  - Assisting with kitchen duties like dish washing, and food preparation
  - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

### Sample Schedule

8:00am- Breakfast / Activity Team Meeting	5:00pm- Dinner
9:00am- Get set up for the day/time off	6:00pm- Chapel
10:30am- Run Laser Tag until Lunch	7:00pm- Assist in Roasted Walnut
12:00pm- Lunch	9:30pm- Help with evening events as directed
1:15pm- Run Flying Squirrel until Dinner	by the Program Director

**General Qualifications**

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

**Specific Qualifications**

- Is an adult at least 18 years old, preferably 21 years old or older.
- An adult who has proven competent abilities and experience in supervising a team.
- Preference given to applicants with at least one year of summer staff experience at Pine Ridge.

**Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*