



Position Title: Homeschool Co-Op Leader
Classification: Part-Time Hourly
Reports To: Outdoor Education Director
Direct Reports: N/A
Key Relationships: Program Director, Director of Ministries

Position Summary

The Homeschool Co-Op Leader works directly for the Outdoor Education Director. They shall primarily be responsible for the leadership of a cabin group of up to 15 homeschoolers at Pine Ridge. This includes but is not limited leadership and direction of campers; providing spiritual leadership; helping create excitement at games, activities, and events; behavior management; and presenting outdoor educational materials. This position may be combined with other part time positions such as housekeeping or foodservice if candidate has the skills and desire to hold multiple positions.

Key Job Functions

- Must attend required trainings staff trainings which may include High Ropes Certification.
- Cares for a group of assigned campers and helps each one to profit spiritually from the camping experience.
- Helps campers to build meaningful relationships with others and assist those with social or emotional problems.
- Presents provided educational materials to campers to help them understand God's creation.
- Facilitates activities that Pine Ridge currently offers including: Battle Games, High Ropes, Paddle Boating/Canoeing, BMX, and Archery
- Responsible for providing leadership and direction for assigned campers so that they may participate in all activities and educational opportunities planned each day.
- Is firm in behavior management skills, never partial, trying always to be fair to all campers.
- Be an innovative problem solver seeking to improve the camper offerings of Pine Ridge.
- Be a spiritual leader and an example to all campers at Pine Ridge.
- Gives any report, written or verbal, that may be required by the Outdoor Education Director.

Other Duties

- An Outdoor Education 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 housekeeping duties such as cleaning, sweeping, and mopping.
 - Assisting with kitchen duties such as food preparation

General Qualifications

- Affirms as true the Pine Ridge Statement of Faith.
- Agrees to abide by the Lifestyle Code of Conduct Policy.
- 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.

- Communicate clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Be a minimum of 18 years old.
- Show maturity and ability in understanding people in a leadership role.
- Is interested in developing their leadership abilities and can organize people and activities.

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).