



**Job title: Activities Manager**  
**Department: Program**

**FLSA Status: Non-Exempt**  
**Reports to: Activities Program Coordinator**

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Oversee the recreational activities for guests at Sandy Cove by training, leading, scheduling and directing Activities Specialists as well as working alongside them to facilitate the activities.

**General Purpose:** To oversee the everyday operations of the recreational activities for the Sandy Cove guests. By providing leadership and direction in this area, this allows the Activities Program Coordinator to have more time to focus on other program elements and provides greater oversight to the activities so that guests are better able to connect with God and each other.

**(\*Note: Sandy Cove does offer a First Aid/CPR certification course in June, spots are limited)**

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Current First Aid/CPR certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Patience, flexibility, maturity, “people person” & responsible
- Outdoor/athletic & team oriented

**Essential Job Functions/Position Responsibilities:**

- Oversee Activities Specialists’ and ensure that the recreational activities are open on time and are being run as specified
- Facilitate recreational activities by greeting and serving each person in a courteous and professional manner, belay for activities such as the rock wall, zip line, and big swing, maintaining safety for all throughout.
- Safely and properly set up/ take down these activities
- Facilitate and oversee various activities and tournaments as needed
- Respond as trained and instructed to incidents emergencies as necessary
- Maintain the activity sites and equipment for the guests use (mini golf, shuffleboard, etc)
- Be aware of and adhere to all safety guidelines and practices
- Properly document and record information as trained
- Assist in training, scheduling, leadership and supervision of Activities Team tasked with the above responsibilities
- Perform all related necessary duties as assigned by the Activities Program Coordinator

**Essential skills and experience**

- Excellent communication, judgment and decision making abilities
- Ability to problem solve

**Reporting to this position: Activities Specialists**

**Non Essential Skills & Experience:**

- Prior experience in organized sports
- Prior experience facilitating adventure activities and belaying

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear. The employee must be able to lift and/or move up to 50 pounds.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 8-1-11**  
**Revised: 10-1-23**