

# PROGRAM SPECIALIST

River Valley Ranch



## ABOUT THE JOB

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The Program Specialist serves as the face of RVR to our guests – providing exceptional customer service and facilitating unique, challenging experiences. This is a highly collaborative, fast-paced role that requires, initiative, problem solving, adaptability, and professionalism. The program specialist works alongside other program leaders to plan, prepare, and implement RVR's programs: summer camp, winter camp, and guest groups. The Program Specialist is accountable to the Director of Programs.

## PRIMARY RESPONSIBILITIES

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- Recognize role and responsibilities as part of the overall mission and ministry of RVR and the ongoing work of Jesus Christ.
- Develop and implement summer camp and winter camp programs
- Host mid-week and weekend events
- Prepare the RVR property for upcoming events
- Facilitate RVR activities
- Support food service by preparing, serving, and hosting meals
- Assist in training summer staff and interns

## SECONDARY RESPONSIBILITIES

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- Assist in recruiting and hiring staff for summer camp
- Help maintain the RVR property
- Feed horses and assist at the RVR Horse Center

## PROFICIENCIES & EXPERIENCE

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- Experience with youth programming and/or camp ministry
- Passion for delivering quality, caring guest services
- Strong verbal and written communication skills
- High comfort level with public speaking
- Experience facilitating challenge course and/or action sports activities
- AV and production experience a plus!