

JOB DESCRIPTION

Position: Adventure Lodge Leader

Reports To: National Director of Torchbearers NZ Charitable Trust (also called Capernwray NZ)

Staff Reporting to This Position:

- Adventure Bible School Leader
- Lodge Domestic Manager
- Support Staff (Adventure Ministries)
- Interns and volunteers (Adventure Ministries)
- Contract workers

Guiding Principle for All Staff:

To assist in the ministry of Capernwray Missionary Fellowship (Torchbearers) to equip students and others participating in various programs and ministries to grow in their relationship with the Lord. We aim to fulfil our mission statement: to embrace Jesus Christ through biblical teaching, equipping people for life and service in the world.

Functional Relationships With:

- Peer relationships with House Manager, Operations Manager, HR Manager, Faculty Leader
- All Capernwray NZ Staff
- Staff at Other Torchbearer Centres
- Students & Alumni
- Government Agencies & Regulatory Bodies
- Church Ministers and Other Christian Ministry Leaders
- Christian Camp Leadership
- Adventure Specialties, Scripture Union and other similar ministries
- Sport and Adventure ministries

Primary Objective of the Job:

To have overall responsibility for the staff, students, programs (both Capernwray NZ and other), facilities and equipment at Capernwray NZ's Adventure Lodge Location under the directorship of the National Director. To give oversight to ministry and to direct its operations effectively, ensuring alignment with our mission, budgets and adherence to legal, health and safety and best practice frameworks. To ensure the regulatory certification and standard operation procedures are met. To co-lead the ABS program with the ABS Leader.

General Expectations and Outcomes of the Position:

- Align fully with the mission, values and vision of Capernwray NZ and maintain the integrity of the ministry accordingly
- Demonstrate understanding and appreciation of New Zealand culture and context, including Te Tiriti o Waitangi
- Oversee business administration, pastoral care, and all aspects of Bible School programs (both ours and other providers) at the Adventure Lodge
- Ensure the Health and Safety of all involved with the ministry

Staff and Students:

- Supervise, encourage, and set goals with staff. Give feedback to staff on performance
- Appoint staff as is necessary under the permission and guidance of the National Director
- Ensure staff are appropriately trained and certified for all aspects of ministry
- Provide pastoral care for staff, students, and guests, ensuring support is accessible
- Ensure staff and contractors are appropriately certified to run adventure activities within NZ Health and Safety and CNZ certification restraints

Adventure Ministries Specifics:

- Co-lead the Adventure Bible School (ABS) with ABS Leader
- Provide Adventure Lodge management
- Oversee the Adventure Bible School (ABS) and Adventure Lodge management
- Train and supervise staff within the Adventure Ministry, ensuring their physical, social, and spiritual welfare
- Manage Adventure Lodge finances under the Business Manager's direction
- Implement safety management systems integral to all Adventure Ministry operations

Facilities Management:

- Ensure that all facilities are safe, well-maintained, and compliant with building codes
- Care for the property and maintain good relationships with local landowners and neighbours
- Care, maintain and ensure quality of all adventure and maintenance equipment, tools and machinery

Oversight of Caretaker Responsibilities:

- Give oversight and support to the caretaker for the care, maintenance of property, buildings, equipment and vehicles. (See detailed addendum)
- In the event that there is no caretaker appointed, work with both local ABS staff, Monavale Bible School staff and contractors to ensure that all facilities are safe, well-maintained, and compliant with building codes

Other Duties:

- Attendance of CNZ Staff Meetings, Leadership Meetings, Team Building activities
- Support the overall ministry of Capernwray NZ including ABS, Touring Bible School, Monavale Bible School and other events and projects
- Support and attend events such as the Christmas Carols, Tabernacle, Breakthrough, Passover under the direction of the National Director
- Seek to develop new regional opportunities consistent with board-established policies
- Be on call for evenings and weekends where necessary

Addendum

Oversight of Caretaker Responsibilities which include:

- Help maintain the lodge building, property and grounds in good order under the direction and with support of the Property Manager
- Lawn mowing
- Strimming
- Tree/shrub maintenance
- Garden waste disposal
- Rubbish & recycling disposal
- Manage burn pile to current fire hazard condition, following local
- council bylaws and fire permit requirements
- Pest bait station replenishment & fly / ant / spider / cockroach control
- Moss / algae treatment and water blast cleaning
- Weed spraying
- Driveway pothole filling
- Septic filter clean
- Building WOF daily and monthly checks
- Light bulb replacement
- Paint / stain woodwork as required
- Empty fireplaces and dispose of ash safely
- Have a keen awareness of the condition of the lodge building and fittings to identify problems and proactively liaise with the Property Manager to rectify as needed
- Make repairs and renewals to the lodge and facilities as required, or liaise with the Property Manager to have this carried out by an external contractor
- Keep the workshop clean and functional
- Monitor and ensure LPG cylinders are restocked as required
- Monitor water treatment system and report faults or issues and assist with filter and UV lamp replacements as needed
- Assist the Property Manager to maintain machinery and vehicles used for ABS activity in good working order
- Assist with keeping the Lodge property safe and secure
- Be aware of visitor and guest movements when living on-site and report any unauthorized entry to the property to senior staff or police if necessary
- Keep the lodge building and property gate securely locked when unattended or overnight
- Maintain and monitor security cameras and alarm control via App when available, with support of other designated staff
- Monitor WIFI system to ensure that it is always active
- Carryout and report on the regular Fire Evacuation trials
- Maintain the fire detection system to ensure that it is always operational

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Date: _____

Employee Signature: _____