

Sheriff – Job Description

Reports to: Staff Manager, Schedule Manager, or Rancher Manager as needed

Who You Serve: Campers

Specific Responsibilities:

- Spend time alone with the Lord every day, cover your group's campers and helpers with constant prayer, be in the Word.
- Be familiar with all the policies of Strong Tower Ranch.
- Ensure that Child Protection Policies are being followed by all staff members at all times.
- Supervise a particular group of children. Two staff members must go with any campers being transported on-site to other activities per policy. Make sure you know where everyone is at all times.
- One qualified adult from your group (this could be you) will drive the van with trailer to transport campers to and from activities.
- Inform Staff Manager of any discipline issues not readily corrected, and write up an Incident Report. Report should be given to the Staff Manager as soon as possible.
- Fill out Decision Forms when children in your group get counseled for salvation.
- Be familiar with the activities (activity instructions will be in the manual) so that you can help your group's Activity Leader.
- Get to know each child in your group, noting specific needs or circumstances on the attendance sheet.
- Each day, coordinate with your group's assistants to determine their swim-time responsibilities. See the assignment sheet (behind the attendance page) in your binder for specific swim-time duties.
- Ensure that your assistants are at their assigned positions during the entire swim time. Staff should not be socializing in the pavilion or anywhere else while there are campers in the lake. It is essential that all eyes are watching the swimmers.
 - Assist lifeguard, boat instructor or swim instructor as needed – you are another set of eyes and hands.
 - Be aware of which campers have not passed the swim test and must remain in the shallow roped-off area.
 - Keep area clean and picked up
 - Play with the children on the beach and/or use as a counseling opportunity if they don't want to swim
 - During swim time, help supervise and assist wherever needed.
- Make sure that each child is individually counseled by a qualified counselor before the end of the week, to ascertain the status of their relationship with Jesus, and pray with them.
- Make sure your group's clean-up duties are being completed in a timely and effective manner each day. Your group's assignment is on the assignment sheet (behind the attendance sheet page) in your binder.
- Pray for/with and praise your assistants.
- Communicate with Staff Manager any needs or issues concerning Staff members.
- Communicate with Schedule Manager any issues concerning supply needs, program, or scheduling.