



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Adventurer Club Director**

Organisation: **Local Church**

Revised: 26 October 2023

The Adventurer Club Director is responsible for leading out in the program of a local Church Adventurer Club. The Club seeks to assist parents in their job of discipling their children to make a commitment to Jesus.

The activity-based Adventurer program is designed to reach families in the church and community, sharing God's message of salvation. Children aged 4-9 years learn Christian values, participate in service, and learn about their world.

Depending on the size of the Club, some of the work of the Adventurer Club Director may be delegated to an Assistant Club Director, or decisions may be made in consultation with other staff. Ultimately, the Adventurer Club Director has overall responsibility for the activities of the Club.

The Role:

The Role of the Adventurer Club Director would typically include the following:

Planning & Programming

- Work with the Adventurer team to formulate goals and objectives for the Club.
- Design a program that reaches the Club's goals and objectives.
- Formulate the annual calendar in collaboration with other church departments and submit it to the local Church Board for approval prior to the first Club meeting.
- Individually or with the Adventurer team decide on meeting times & places, meeting format, field trips & outings, outreach and evangelistic activities, and special events e.g. Investitures and Anniversaries.

Management

- Recruit, train and resource staff including Assistant Director/s and Group Teachers/Counsellors.
- Schedule, lead, and manage staff meetings.
- Represent the Club on the local Church Board.
- Decide on annual membership fees.

- Formulate the annual budget and advise Group Teachers of allocations.
- Order supplies as necessary.
- Ensure that required permissions are in place for activities which take place away from church property and that appropriate transport arrangements are made.
- Oversee the keeping of Adventurer records, including parent/caregiver details, medical information, and achievements toward Investiture.

Participant Safety Measures

- Ensure that all facilities used by the Adventurer Club are safe.
- Ensure that all activities undertaken by the Adventurer Club are appropriate and safe, including activities that are undertaken off-site.
- Ensure that risk assessments* are formulated for routine on-site activities and programs, and any higher risk off-site activities and programs, and that these risk assessments are presented to and approved by the Church Board prior to the activity.
- Ensure that all adult (18+ years) personnel including team members and adult helpers (excluding parents/caregivers who attend only to care for their own child/ren) complete Adsafe child-safety requirements prior to the first Club activity with which they are involved. Club personnel aged under 18 are not required to complete Adsafe requirements. The Adsafe requirements are listed below.
- Determine whether your Adventurer Club requires helpers who are aged under 18 to sign the Young Leader Code of Conduct**. Signed Young Leader Codes of Conduct should be stored locally in a secure location.
- Be aware of, and act in accordance with recommended procedures should a child disclose to you that they are feeling unsafe or have been the subject of abuse and/or neglect.
- Undertake reference checking as required for new staff, and have new staff names screened through the Adsafe Risk Management & Investigations Team. Adsafe contacts are listed below.
- Put into place an effective Sign In Sign Out system.
- Ensure children are adequately supervised at all times by their caregivers or designated Teacher/Counsellor.
- Acquaint all adults associated with the program of agreed safety measures such as toileting procedures, the “two-adult” rule and any other relevant safety measures.

Reporting

- Present a report of activities and plans if appropriate to the regular local Church Business Meeting.
- Submit a financial position statement to the regular local Church Business Meeting.
- Submit reports of activities to the local Conference as required.

Communication

- Keep in regular touch with the local Conference Youth Director and/or Children’s Ministries Director as appropriate.
- Plan clear communication channels for distributing information to caregivers.
- Manage notification of information to the Church bulletin and social media channels as appropriate.
- Manage the establishment and maintenance of an Adventurer Club website and social media site/s as appropriate.

Attributes of the Adventurer Club Director

- Involved and supportive Seventh-day Adventist Christian whose life demonstrates Christ-like character.

- Love God supremely and demonstrate this in his/her life by modelling what he/she expects the Adventurers to become.
- Love children sincerely, expressing this love in actions more than words.
- Relate well to parents and involve them in all aspects of the Club.
- Serve with enthusiasm, emphasizing the positive and supporting the program with energy.
- Know the essential characteristics of children.
- Versatile and willing to learn and teach new things.
- Organised and able to maintain order.
- Maintain good relationships with fellow workers.
- Resourceful and creative.
- High levels of communication.
- Dependable and adaptable.

Term of Office

The Adventurer Director is elected by the local Church Nominating Committee. The term of office would be one year but for continuity, the Nominating Committee may decide to elect for a period greater than one year. The Adventurer Director is responsible to the Pastor and the local Church Board.

Adsafe Requirements

The Adventurer Club Director must have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafes Awareness Training.
- Signed the Adsafes Code of Conduct.

* Risk assessment checklists are located on the Adsafes website at: www.adsafe.org.au/safeguarding/resources/checklists

* The *SDA Church Risk Mitigation Guidelines* are located on the Adsafes website at: www.adsafe.org.au/safeguarding/policies

** An optional Young Leader Code of Conduct is available for young leaders aged under 18. It is located on the Adsafes website at: www.adsafe.org.au/safeguarding/code-of-conduct

Adsafe Contacts:

Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	training@adsafe.org.au
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Updated by Adsafes October 2023, using the Adventurer Club Director's Manual (SPD Version) at: <https://adventurers.adventistchurch.com/club-resources> and acknowledging the work of past Church Departmental Directors.