

JOB DESCRIPTION



TITLE: PAID SUMMER STAFF COUNSELOR
STATUS: PAID SALARY, FULL-TIME, ON-SITE

PURPOSE: To be responsible for campers in a small-group living situation by supervising, loving, teaching and caring for them throughout the week in a manner that reflects a strong Christian commitment.

ACCOUNTABILITY: Counselors are immediately responsible to the Program Director.

QUALIFICATIONS:

- ◆ Minimum age of 18 years and graduated from high school (preferably 1 year removed from high school).
- ◆ Person of Christian faith, supportive of the camp program and the ministries of the Reformed faith.
- ◆ Have a sense of responsibility, and a love and understanding of children.
- ◆ Demonstrate the ability to make good judgements in responding to the needs/emergencies of campers
- ◆ Demonstrates flexibility in working in situations with various directors and styles of leadership.
- ◆ Possess the ability to relate to children and/or youth and work cooperatively with other staff members.
- ◆ Have skills and experience in small group leadership.
- ◆ Be able to work with people of all races, ages and abilities.
- ◆ Possess and demonstrate a spirit of Christian humility and servant leadership.
- ◆ Complete application, interview and reference screening process.

RESPONSIBILITIES:

Program Area

- ◆ Lead and assist with daily Bible Study group times.
- ◆ Lead or assist in leading an assigned activity for the recreation program such as drama, games or crafts. (If you have a specific skill you would like to lead, it can be arranged by the Program Director)
- ◆ Assist with the general camp program defined by each camp event director (family group, small group, recreation, campfires, evening programs, etc.).
- ◆ Substitute for any position that the Program Director deems necessary.

Community Area

- ◆ Live as a camp leader in a cabin/a-frame/bunk house, responsible for the welfare of your group, orderliness of your living quarters and supervision of daily cleanup.
- ◆ Ensure that all campers are familiar with health and safety procedures.
- ◆ Provide supervision of campers at all times.
- ◆ Deal effectively with challenges when they arise according to Calvin Crest policy, reporting as needed.
- ◆ Serve as "head of the family" during meal times maintaining appropriate order and conversation with your group.
- ◆ Ensure that campers at your table eat and drink adequately for their age, size and activity level.
- ◆ Report any behavior or discipline problems to the event director and Program Director immediately.
- ◆ Assume responsibility in cleaning living areas, such as cabins and meeting rooms, following each camp event. (Living quarters must be in "rental shape" at the close of each event.)
- ◆ Serve as a resource for volunteer counselors.

Leadership Area

- ◆ Provide leadership and guidance to a group of campers during the weekly programs.
- ◆ Assist with event registration as needed, greeting campers and parents with a positive and friendly attitude.
- ◆ Model appropriate Christ-like behaviors for campers and staff at all time.
- ◆ Abide by and ensure others uphold all camp policies relating to summer camp.
- ◆ Attend all Summer Staff training events before and during camp sessions including any meetings throughout the summer.
- ◆ Use time-off effectively to rest and prepare for each week.
- ◆ Carefully study the handbook to be familiar with policies and procedures by the deadline provided.
- ◆ Complete weekly and seasonal evaluations as required.

Spiritual Area

- ◆ Maintain personal spiritual growth and development through personal devotions and prayer and attendance at Sunday church services.
- ◆ Participate in morning worship and campfires with enthusiasm and sincerity.
- ◆ Pray for and with the campers assigned to you.
- ◆ Ability and willingness to share your faith journey with others, and relate to campers and all staff.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TRAINING REQUIREMENTS:

- ◆ Attend on-site camp event training with volunteer Counselors.
- ◆ Handbooks and curriculum guides may be available before Counselor Training. Counselors should be familiar with this information prior to training.

COMPENSATION:

- ◆ Room and board will be provided during the summer camp season (valued at approximately \$208/week).
- ◆ Base pay for this position is \$200/wk, with \$10/wk increase for each returning year.
- ◆ All full season paid Staff will be granted one 24 hour off period/week and 1 hour daily.

JOB REQUIREMENTS:

Checklist for typical duties associated with Summer Camp Employment at Calvin Crest Camp. Please read through the list and ensure that you are able to meet the guidelines. If you have any questions, please contact the program director at (877) 795-7635.

The Physical activity of this position includes:

- Walking. Moving about on foot from one location to another.
- Talking. Expressing or exchanging ideas by means of the spoken word.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction.
- Standing. Remaining on foot for extended periods of time.

The Physical requirement for this position is considered:

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

The visual acuity requirements including color, depth perception and field vision for this position is:

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

The conditions the worker will be subject to in this position include:

- Environmental conditions including a range of temperatures and weather systems. These include, but are not limited to, heat, cold, bright sunlight, rain and other environmental conditions associated with summer.