

# JOB DESCRIPTION

**Position Title and Age Requirement:** Resident Camp Head Counselor, 19 years old by June 1, 2019

**Job's Time Frame:** June 3-July 27, 2019

**Reports To:** Resident Camp Manager

**Key Work Relationships:** Resident Camp Counselors, Program Staff

## Position Summary

Head Counselors are the mentors and leaders of the Resident Camp counselor team. They ensure that counselors are equipped and taken care of physically, emotionally and spiritually. They facilitate professional, spiritual, and personal growth. Head Counselors actively participate in the program planning and executing in Resident Camp.

## Key Job Functions

- Uphold and consistently demonstrate Camp Men-O-Lan's core values and strive to achieve its mission
- Develop an atmosphere where each counselor feels accepted and supported
- Get to know each counselor and how they are doing in their roles by regular check-ins, offering advice, encouragement, and prayer, and maintain a positive and healthy relationship with them
- Visit Bible time briefings and devotions, and provide constructive feedback to counselors
- Together with the Resident Camp Manager, plan, prepare and lead camp events, including evening programs, group games, etc.
- Assist program staff in leading activities and ensuring safety (i.e. during games, craft time, at the challenge course or waterfronts)
- Actively and enthusiastically participate in every camp activity, including field games, and various special events
- Assist with camper arrival and sign in, as well as with sign out at the end of the camp session, and aspire to build a positive rapport with parents at drop off and pick up
- Learn and follow emergency protocol as needed and consistently uphold high safety standards
- Actively participate in Sunday afternoon, Friday evening, and weekday morning staff meetings and devotions
- Assist with counselor evaluation and camp evaluation
- Keep camp areas clean and orderly and handle camp equipment with care
- Participate in end-of-season Resident Camp clean-up
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

## Experience and Qualities

- Experience with children is required
- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Strong leadership skills
- Responsible and reliable, demonstrates high level of integrity
- Takes initiative and flexible
- Creative and innovative
- Great organizational skills
- Kind and respectful, with good communication skills
- Outgoing, energetic, and passionate
- Nurturing
- Endurance and perseverance

## Working Conditions and Physical Requirements

- Must be able to maintain leadership and emotional stability while mentoring staff members and helping with camper issues, often with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude
- Must be able to participate in high-energy games and activities (including but not limited to running, jumping, climbing, hiking in the woods, and swimming)

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).*