

# JOB DESCRIPTION

**Position Title and Age Requirement:** Day Camp Head Counselor, 20 years old by June 1, 2020

**Job's Time Frame:** June 8-August 22, 2020

**Compensation:** Pre-Orientation and Orientation: \$150 per week (June 8-26); \$250 per camp session; room and board provided as part of the compensation

**Reports To:** Day Camp Manager

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

## Position Summary

The Day Camp Head Counselor mentors the Youth Leadership Program participants under the supervision of the Program Director and assist the Day Camp Manager in mentoring the Day Camp counselors. He or she actively participates in the program planning and executing in Day 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 LIT (Leader in Training) and counselor feels accepted and supported
- Get to know each LIT and 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
- Together with the Day Camp Manager, plan, prepare and lead camp events
- Assist program staff in leading activities and ensuring safety
- Actively participate in every camp activity
- Assist with camper check-in and check-out, aspiring to build a positive relationship with parents
- Consistently uphold high safety standards and follow emergency protocol when needed
- Actively participate Day Camp staff meetings
- 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 cleanup
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

## Experience and Qualities

- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Experience with children is required
- Responsible and reliable, demonstrates high level of integrity
- Demonstrates strong leadership skills
- Takes initiative and flexible
- Creative and innovative
- Has great organizational skills
- Kind and respectful, with good communication skills
- Outgoing, energetic, and passionate
- Nurturing
- Models 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
- Must be able to stay energized from early morning till evening while 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).*