

# JOB DESCRIPTION

**Position Title and Age Requirement:** Day Camp Head Counselor, 20 years old by June 1, 2022

**Job's Time Frame:** June 6-August 20, 2022

**Compensation:** \$200 flat rate for Pre-Training and Staff Orientation and Training Week; \$300 for each camp session; room and board available for the entire Program, Support, and Day Camp Team as part of the compensation

**Reports To:** Day Camp Manager

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

## Position Summary

The Head Counselor is the mentor and leader of the Day Camp counselor team. They ensure that counselors are equipped and taken care of physically, emotionally, and spiritually. They facilitate professional, spiritual, and personal growth. The Head Counselor 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 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
- Pre-check Bible plans, visit Bible time, and provide constructive feedback to counselors
- Together with the Day Camp Manager, plan, prepare and lead camp events, including special events, group games, etc.
- Assist program staff in leading activities and ensuring safety
- Actively participate in every camp activity, including field games, and various special events
- 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 assist with COVID-19 cleaning procedures
- Participate in end-of-season Day 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 who lives in submission to the Word of God
- 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)
- Must be able to use cleaning supplies following CDC guidelines

*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).*