

Position Description
CAMP WESLEY WOODS, Townsend, TN
Camp and Retreat Ministries (CRM) of the Holston Conference of the UMC

Job Description: **Summer Camp Junior Staff / Junior Counselor**

Immediate Supervisor: Program Director & Appropriate Coordinator / Leadership Staff

Qualifications:

1. Be at least 17 years of age and preferred completed high school
2. Experience working with children, preferred graduate of the CWW Leadership Program
3. Be a Christian and an active, participating church member
4. Have an aptitude for and enjoy working with children and youth
5. Enjoy participating and teaching camp programs
6. Have at least 2 years experience at camp

General Responsibilities:

The job of the junior counselor is to insure that each camper is:

1. kept safe
2. responsibly supervised
3. treated with respect
4. encouraged in the participation in camp life
5. nurtured spiritually

The camp counselor/camper relationship is a professional relationship between a supervisor-caregiver and a child. While it is a friendly, loving, encouraging, helping, teaching, caring, mentoring, close relationship, nonetheless, it is a professional relationship of supervision. It is not a peer relationship. It is very important that counselors understand this. On occasions, campers do not understand this. Campers may desire to be in a peer relationship with their counselor. They may not understand appropriate boundaries. The (Junior) Counselor is the responsible party. Counselors are responsible for understanding and maintaining the boundaries. These issues are discussed extensively in your training.

Junior Counselors will teach Skill Activities to campers that may or may not be in their cabin group. These groups are generally co-ed. Junior Counselors will also help run a co-ed, co-cabin Group that will meet each day. Junior Staff are not to be alone in the cabin with a group of campers at any time. Junior Counselors will work under the leadership of a Coordinator/Senior Counselor who will be their day-to-day acting supervisor.

Specific patterns of behavior required to fulfill this responsibility at camp are included in the specific duties section of the Job Description.

Specific Duties:

Before Camp Begins:

1. Familiarize yourself with camp curriculum materials, policies, job descriptions, schedules, and resource materials. Make certain any certifications you need are up to date.
2. Attend training sessions offered. Make sure you are confident to teach in your designated camp area.
3. Prepare spiritually by prayer, meditation, Bible reading, and church attendance.
4. Prepare physically by walking, running, eating well, and resting properly.

During Camp:

1. Greet campers and parents/guardians at the opening of each session with warm welcome and attention that eases fears and fosters confidence in your care. Use the SMILE method of greeting as taught during Staff Training.
2. Arise with campers, making sure they dress properly for the day's activities, wash face and hands, and go to the dining hall for breakfast. If assigned Early Bird, make sure cabin coverage is secured.
3. Eat all meals with campers as assigned. Be sure meals are conducted according to camp policies.
4. Assist campers in all daily chores. Camp Clean-up will be done in co-ed Groups. Make sure to be aware of your responsibilities in these areas.
5. Assist campers in planning, implementation, and evaluation of the cabin's activities and life together. Participate in all activities with campers.
6. Attend rest period with campers, abiding by camp policies.
7. In the evening, go to the cabin with campers, and prepare for bed. Conduct cabin devotions. This ensures proper rest for counselors and campers, and assistance to campers as needed.
8. Provide training for campers in all areas indicated in camp standards, including emergency procedures and safe and proper use of the group's equipment.
9. Make campers aware of camp rules and policies and implement policies.
10. Facilitate the spiritual growth of campers:
 - a. Participate in group worship times such as vespers and morning watch with campers.
 - b. Carry out a daily Bible study related to camp theme (using curriculum materials).
 - c. Use natural events during the day to promote discussion of Christian concepts.
 - d. Encourage campers to use their Bibles while they are at camp for personal devotions, and use the Bible as a relevant resource in group discussions.
 - e. Use camp as a teaching example of what a Christian community might be like.
 - f. Make campers aware of Christian stewardship in their use of the campsite and resources.
 - g. The counselor should not belittle a camper for any reason. Great care needs to be exercised when diverse belief systems are encountered. Every person at camp is to be treated with respect. Spiritual and theological beliefs are to be defended through acts of loving kindness, not debate, belittlement, or harassment.
11. Be a positive role model of joyful Christian living for campers. Be a positive example of Christian love, valuing all the campers in the group as much as possible.
12. Attend all staff meetings and in-service trainings as directed.

After Camp:

1. Participate in evaluation process.
2. Participate in clean-up and put away process.

Essential Functions:

1. Stand for prolonged periods of time and walk long distances over uneven terrain
2. Physically capable of tolerating hot/cold temperatures and wet conditions
3. Able to communicate clearly with campers, co-counselors and leaders
4. Able to visually supervise campers / counselors / staff both near and far

These are the basic duties of the position of Summer Camp Junior Counselor and may be supplemented from time to time as circumstances require.