

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

POSITION TITLE **SUMMER CAMP SENIOR COUNSELOR / SUMMER LEADERSHIP**

IMMEDIATE SUPERVISOR: Program Director & Appropriate Program Coordinator

POSITION TYPE: Seasonal

QUALIFICATIONS:

1. Be at least 20 years of age and have at least 2 years experience in residential camping
2. Be a Christian and an active, participating church member
3. Have an aptitude for and enjoy working with children and youth
4. Enjoy participating and teaching camp programs

GENERAL RESPONSIBILITIES:

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

1. kept safe (paying close attention to the areas of the cabin, bathroom, dining hall)
2. responsibly supervised at all times (treating all campers as children precious to Jesus)
3. treated respectfully at all times (avoiding sarcasm and inside jokes)
4. encouraged in the participation in camp life (playing with campers, not watching them play)
5. nurtured spiritually (pave the way for growth, be a conduit of God's Love)
6. given opportunities for fun (in everything you do)

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 Counselor is the responsible party. Counselors are responsible for understanding and maintaining the boundaries. These issues are discussed extensively in your training.

Counselors are responsible for the care of their campers from the time campers arrive at camp until they depart. This care includes all aspects of the camper's physical, emotional, and spiritual well being. This is the primary and crucial portion of the counselor's position. Senior Counselors support and add to this supervision. They must work to know each Counselor and Camper in their area of support.

Senior Counselors will be assigned to a Skill Program Area where they will work under the leadership of a Coordinator. This Coordinator will be their day-to-day acting supervisor. Senior Counselors will oversee the Program Area and may teach Skill Activities to campers. These groups are generally co-ed.

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 and help lead training sessions assigned. 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.
5. Assist in leading Camp Staff Training

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. Be on time for all duties. Be an example to other staff at all times as your model will be what other staff follow.
3. Eat all meals with campers as assigned. Be sure meals are conducted according to camp policies.
4. Patrol assigned areas as required each evening. Assist in the cabins as needed / requested. Pray with campers and staff. Cover cabins any time Counselors need or ask for assistance.
5. Cover cabin for Counselors on Break or Time-Off. Must be prepared for all ages / situations that come up in the cabin. Must be well versed in the camp schedule.
6. Support Counselors in paperwork they are responsible to complete.
7. In the evening, go to the cabin area with counselors/ campers; assist in the preparation for bed. Be on hand to assist with cabin devotions.
8. Assist full-time staff team during emergency procedures. Be aware of your duties to keep campers safe.
9. Make counselors / campers aware of camp rules and policies and implement policies.
10. Facilitate the spiritual growth of Counselors and 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 Counselor and may be supplemented from time to time as circumstances require.