

Living River Camp Counselor *Job Description*

Job Title: **Camp Counselor**

Classification: **Nonexempt**

Reports to: **Program Director and Executive Director**

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - a. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - b. Assure campers are properly supervised at all times.
 - c. Be aware of and implement safety guidelines.
2. Nurture campers in their faith formation and model faith practices of Bible study, prayer, and worship.
3. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - a. Responsible for leading and assisting with the teaching of activities.
 - b. Actively participate in all program areas as assigned.
 - c. Provide for the progression of activities within the framework of individual and group interests and abilities.
 - d. Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
4. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your supervision including recognition of personal health and hygiene needs.
 - b. Ensure that campers receive their medications as directed by health care manager.
 - c. Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
5. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to your supervisor.
6. Be a role model to campers and staff in your attitude and behavior.
7. Follow and uphold all safety and security rules and procedures.
8. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

1. Contribute to verbal and written evaluations and communication as requested.
2. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
3. Participate as a member of the camp staff team. Help where needed, whether it is kitchen, maintenance, supervision, etc.
4. Assist in the planning of any special events..

Qualifications:

Must be 19 or completed one year of college.
Must be able to obtain or become certified in First Aid/CPR.
Must have a clear background check.
Must like children and youth.

Knowledge, Skills, and Abilities:

Understand the developmental needs of children and youth.
Relate to children, youth and adults in a positive manner.
Complete staff training satisfactorily.
Communicate well with campers and staff.
Problem solve

Physical Aspects of the Job:

Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.

Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a General Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.



LIVING RIVER: A RETREAT ON THE CAHABA SUMMER CAMP EMPLOYMENT APPLICATION

FULL LEGAL NAME _____

NAME YOU PREFER TO BE CALLED _____ GENDER _____

DATE OF BIRTH _____ COLLEGE/UNIV. _____

CELL _____ E MAIL _____

HOME ADDRESS _____

EDUCATION

| HIGH SCHOOL | CITY/STATE | GRAD. YEAR |
|-------------|------------|------------|
| | | |

| COLLEGE | MAJOR | YEARS ATTENDED | GRADUATED | |
|---------|-------|----------------|-----------|----|
| | | | YES | NO |
| | | | | |

WORK OR VOLUNTEER EXPERIENCE

| EMPLOYER OR VOLUNTEER AGENCY | POSITION | DATES | SUPERVISOR |
|------------------------------|----------|-------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

EXTRACURRICULAR ORGANIZATIONS, ACTIVITIES, HOBBIES AND SPECIAL INTERESTS _____

CAMP EXPERIENCE

| CAMPER OR STAFF | CAMP AND LOCATION | YEAR(S) |
|-----------------|-------------------|---------|
| | | |
| | | |
| | | |

CERTIFICATIONS

DO YOU HOLD ANY CERTIFICATIONS THAT WOULD BE BENEFICIAL IN A CAMP SETTING? (LIFEGUARD, FIRST AID, SMALL CRAFT RESCUE, ETC. IF SO, LIST THEM AND EXPIRATION DATE OF CERTIFICATE.

KNOWLEDGE AND SKILLS

PLEASE RATE YOUR SKILLS IN THE FOLLOWING AREAS USING THIS SCALE:
0 = NO SKILLS, 1 = SOME SKILLS, 2 = GOOD SKILLS, 3 = STRONG SKILLS

| RATING | SKILLS | RATING | SKILLS |
|--------|---------------|--------|--------------------------|
| | ART | | DANCE |
| | CRAFTS | | DRAMA |
| | SPORTS | | SINGING |
| | SWIMMING | | MUSICAL INSTRUMENT LIST: |
| | CANOEING | | SMALL GROUP LEADERSHIP |
| | KAYAKING | | BIBLE STUDY |
| | HIKING | | WORSHIP LEADERSHIP |
| | TENT CAMPING | | MOUNTAIN BIKING |
| | ROCK CLIMBING | | OTHER: |

CHURCH INFORMATION

WHAT CHURCH(S) DO YOU ATTEND?

HOME: CHURCH _____ CITY/STATE _____

SCHOOL: CHURCH _____ CITY/STATE _____

OTHER RELIGIOUS ORGANIZATIONS? _____

REFERENCES (NO FAMILY MEMBERS)

| NAME | HOW THEY KNOW YOU | HOW LONG HAVE THEY KNOWN YOU? | PHONE | E MAIL |
|------|-------------------|-------------------------------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

VOLUNTARY DISCLOSURE

Have you ever been convicted of a felony? _____

Have you ever been convicted of a crime related to child or sexual abuse? _____

Have you been convicted of a crime related to drug or alcohol use? _____

I authorize Living River to contact my references, church and former employers to inquire about my character, past job performance and suitability for a summer camp staff position. I also authorize Living River to conduct a criminal background check. I agree to hold harmless those individuals and entities who respond to requests for information.

Applicant's Signature _____ Date _____