



# SUMMER CAMP COUNSELOR

## JOB DESCRIPTION

**NATURE OF THE POSITION:** To build relationships with campers in a residential camp setting and enhance their experience as a camper while taking responsibility for their health and well-being and guiding them towards a relationship with Christ.

### **QUALIFICATIONS:**

1. High school graduate or equivalent, or at least 18 years of age
2. Have a commitment to Christ, seeking to live out that commitment in their daily contact with others, demonstrating high moral and ethical behavior
3. Demonstrate a love for children and a willingness to engage in a sacrificial investment of time and energy on their behalf.
4. Adaptability, integrity, enthusiasm, sense of humor, patience and self-control.
5. Be a team player and possess leadership qualities
6. Participate in Staff Training Week provided by Camp Dixie
7. Demonstrate an ability to work creatively with other staff, while being open to the guidance and assistance of the Director of Ministry, the camp director and caregivers on the Program Staff.
8. Be in communication with the Director of Ministry prior to camp.

### **RESPONSIBLE TO:**

1. The camp director appointed for each week
2. The Director of Ministry

### **GENERAL RESPONSIBILITIES:**

1. Leadership and guidance of a cabin group of five to eight campers.
2. Participate in the general planning for the camp program in which you will be involved.
3. Have an understanding of the "Camp Dixie Staff Training Manual" and see that all policies are upheld in the summer camp programs.
4. Have knowledge of safety and health regulations and understand your role in seeing that they are followed.
5. Supervise the activities of a Counselor-in-Training (CIT) if one is assigned to you.

### **SPECIFIC RESPONSIBILITIES:**

1. Live with a group of five to eight campers (the number of campers in a group will be dependent on the age of the campers.). Build relationships with your campers, helping them adjust to camp life and in relationship to other campers, serving as a parent substitute for those in your care.
2. Accompany campers to all camp classes, gatherings and activities, seeing that they arrive on time, participating enthusiastically, supporting the programming and program staff, and assisting in leadership as requested.

3. Maintain good public relations with campers' parents, communicating with them on arrival and departure and throughout the week if necessary.
4. Give guidance to individual campers in regard to camp life and personal situations they may be facing.
5. Communicate with your caregiver and the camp director concerning the needs of your campers, making them aware of homesickness, disciplinary actions, and asking for assistance when necessary.
6. Guide campers in your cabin or your team, depending on the program for the week, in times of Bible study and prayer, using the materials provided for you and following the methods given to you.
7. Sit with your campers at mealtime and act as host or hostess at your dining table and setting an example in table manners.
8. Work as a team with fellow counselors, assisting them when needed for the well-being of the campers.
9. Direct the activities of the CIT under your supervision, serving as a mentor for them.
10. Recognize and take advantage of "teachable moments" as they arise during your time living in community with your campers. Be willing to share your own personal faith and encourage campers to do the same at their own level of understanding.
11. Participate in filling out evaluation forms given to you for campers, CIT's and the program for the week of camp, taking care to submit these on time.

## STAFF TRAINING

All counselors are required to attend **Staff Training Week** on June 3-8 at Camp Dixie. Once again, we will have a joint training with camps from other regions. You will be paid for your time spent in training. Pay for staff training will be based on the number of weeks you are serving as a counselor, but will not be less than \$245. **Prior to Staff Training Week:** you are required to fill out a Health History Form and provide us with your Immunization Records. Counselors will begin their preparation by going through a series of short online videos designed to prepare you for this position. Please note when checking your availability that we do not hire for less than two sessions and prefer to hire counselors who can serve in all consecutive sessions. Total weeks of employment for Summer Camp Counselor would be five weeks including Staff Training. If you want more weeks, you should consider checking the boxes for *Summer Ministries Exchange* and/or *Summer Staff*.

### ALL APPLICANTS MUST COMPLETE: Applications are due by March 1.

1. **Online Summer Camp Counselor Application.** Go to [www.campdixie.com](http://www.campdixie.com) and click on the "Get Involved" Tab and you'll see a link to the online application page. If you are a **returning applicant** or have served as a CIT or in Project SaM, you should sign in with the email address that we have on file for you (*not your parent's email*) and create a password. This will link it to the information we have on file for you. If you are a **new applicant** you will need to set up an email account and password as the first step in the application process.
2. A **Pastor's Reference** completed by your current pastor, youth pastor, campus minister, or spiritual mentor is required for each applicant. These will be submitted via an online survey. During the online application process, please fill in the name of the person to whom we should email the survey link.
3. **Background Check Form** – Upon submission of your application, you will receive an email with further instructions on completing the form online.

### ONCE THE ONLINE APPLICATION IS COMPLETED:

- You will receive a confirmation email from us letting you know we have received your application. You will be contacted as needed to schedule an online or in-person interview.
- Our aim is to complete the hiring process in the first half of March.

**Office Hours:** Monday-Friday (9am-5pm)

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