



### Position Description

<b>Position Title: Head Cabin Leader</b>	<b>Date: June 2018</b>
<b>Salary Grade: \$275/week</b>	<b>Division/Department: Mt. Cragg &amp; Gilmore Camp</b>
<b>Employment Classification: Seasonal</b>	<b>Reporting Status: Program Director</b>

### Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Position Summary

The Head Cabin Leaders work for and with the Program Director in developing and supervising camp programs. The Head Cabin Leader also helps supervise, support and mentor cabin leaders.

### Essential Functions

- Attend and actively participate in Staff Orientation.
- Attend and actively participate in all Staff meetings.
- Act as Head Counselor by overseeing, assisting, and mentoring Cabin Leaders.
- Oversee and maintain safety and health standards within the program.
- Complete a brief at the end of the summer. It is suggested to do this weekly.
- Support and enforce camp policies and practices.
- Show flexibility in programming that accommodates different camp populations.
- To work with the Program Director in developing camp programs
- Work closely with the Program Director in developing special projects and evening programs.
- Assist program area specialists in their areas as needed.
- Attend and actively participate in all program related activities and Sunday Worship Services.
- Promote observance of spiritual emphasis within the program and moral code affecting both campers and Staff.
- Help plan and execute daily chapel programs as assigned.
- Assist the Camp Director in matters of discipline of campers and staff, following disciplinary guidelines.
- Complete weekly statistics and evaluation forms.

### Working Conditions

May be asked to use fire protection equipment, washers and dryers, special program and recreational equipment. May be asked to drive camp vehicles or golf carts. Should be proficient in computer skills and word processing.

Minimum Qualifications	Skills, Knowledge & Abilities
<ul style="list-style-type: none"> <li>• Must be at least 21 years old.</li> <li>• Minimum 2 years camping experience</li> <li>• Ability to exercise confidentiality</li> <li>• Ability to relate to one's peer group</li> <li>• Ability to provide supervision and guidance to peers</li> <li>• Ability to teach a number of activities</li> <li>• Good character, integrity and adaptability</li> <li>• Enthusiasm, sense of humor, patience and self-control</li> <li>• Previous counseling experience essential</li> <li>• Current CPR certified</li> <li>• Must possess potential leadership skills</li> <li>• Interest in and ability to work with children</li> <li>• Personal relationship and commitment to Jesus Christ</li> </ul>	<ul style="list-style-type: none"> <li>• This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.</li> <li>• Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.</li> <li>• Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.</li> <li>• Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.</li> <li>• Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.</li> <li>• 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</li> </ul>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.