

**THE SALVATION ARMY**  
**North and Central Illinois Division – Wonderland Camp and**  
**Conference Center**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Activity Assistant/Senior Counselor

**LOCATION/DEPT:** Wonderland Camp and Conference Center

**REPORTS TO:** Activities Director

**FLSA CATEGORY:** Exempt

**STATUS TYPE:** TFT

**OUTCOMES**

The Activity Assistant will ensure quality programming and provide assistance in program objectives. They are to maintain their area in readiness for activity periods and work cooperatively with the Camp Leadership to facilitate scheduling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Program Assistance

1. Work in assigned area (High Ropes, Creative Arts, etc.).
2. Assist counselors taking part in various camp activities.
3. Work cooperatively with DYS and head counselors in planning camper activities.
4. Assist with coordination of daily programming and worship services.
5. Plan rainy day activities for your program area.
6. Assist in the snack shop as needed.
7. Assist in preparation and implementation of evening programs.
8. Complete accident reports for any accidents involving campers and staff.

Camper Interaction

1. Interact with and assist with various camper needs.

Other Duties

1. Help prepare and distribute staff evening snacks.
2. Participate in and encourage attendance at staff devotions, outings, and worship services.
3. Attend all required staff meetings as called by Camp Leadership.
4. All other duties as assigned.

**REPORTING RELATIONSHIPS**

This position reports to the Activities Director.

In contacts related to this position's duties, this individual acts as a representative of the Army and its mission.

## **PERFORMANCE MEASUREMENTS**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

## **EDUCATION/EXPERIENCE**

- Minimum 1 year of college or equivalent preferred.
- Should have experience working with children.
- Should have experience working with minority, low income, and at-risk groups.
- Minimum age of 18 preferred.

## **COMPETENCIES**

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- Able to relate God's handiwork through creative art activities and in relationship with the Word of God in programming initiatives.
- Able to live on camp grounds throughout duration of employment.
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self-starter.
- An attention to detail.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.

## **POSITION LIMITATIONS**

- This individual will only commit Army resources that have been allocated or approved.
- This individual will keep the Activities Director informed on all critical issues relating to there are of responsibility.
- This individual will adhere to all policies and procedures in carrying out the responsibilities of this position.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Capable of participating in outdoor camp activities.
- This position is required to do light to moderate physical work.
- Must be able to lift or move up to 50lbs.
- In order to successfully perform the essential functions of this position, the employee is regularly required to use of camp, snack shop and ropes or challenge course equipment.
- The work environment for this position includes an office and outdoor environment with a low to high noise level.

## **SIGNATURES**

---

Supervisor/Date

---

Employee/Date

Date: 2/22, 11/22, 1/24

Maintain positive work atmosphere by behaving and communicating in a manner that fosters and maintains positive relationships with co-workers and supervisors. This would include but not be limited to such actions: resolution of conflicts in a positive manner; courteous treatment of staff, clients, and visitors; respect of others' property and person, professional and appropriate communication to and about co-workers, supervisors, and subordinates. Support the Mission of The Salvation Army by treating every

donor, contact and colleague with respect and dignity, and without discrimination of any kind. Realizing The Salvation Army is a member of the Christian church, employees are expected to conduct themselves in a professional manner and project a positive image to others consistent with the above mission statement. This includes appearance as well as verbal communications and other behaviors. It should be clearly understood that nothing less will be accepted.

#### **THE SALVATION ARMY 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.