

**THE SALVATION ARMY**  
**NORTH AND CENTRAL ILLINOIS DIVISION**  
**Wonderland Camp and Conference Center**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Dean of Men/Women

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

**REPORTS TO:** Divisional Youth Secretary/Assistant Camp Administrator

**FLSA CATEGORY:** Exempt

**STATUS TYPE:** TFT

**OUTCOMES**

Deans are responsible for program and counseling leadership within their assigned unit of six to ten counselors, assigned support staff, and approximately 54-135 campers. Deans attend a leadership orientation session, assist in the general staff orientation, provide transportation leadership for campers on arrival and departure dates, give support and guidance for camper and staff discipline when needed. The Deans share the same responsibilities as a Unit Leader with one additional assignment: They are in charge of implementing all rules to all staff members during the summer.

The Deans help coordinate evening programming with Camp Leadership. Deans conduct assessment interviews with their staff, both at mid-season and end of season. They will encourage attendance at staff devotions and attend meetings as scheduled by Camp Leadership. Deans work with aquatics, nature, pioneer, crafts, ropes, archery, health services, and Camp Leadership in guiding staff in complying with camp guidelines (curfews, procedures) goals, and objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Program Administration

1. Attend Program planning sessions and leadership training week.
2. Provide leadership as a Unit Leader to Counselors, Assistant Counselors, and campers per session within own unit.
3. Responsibility of supervising all staff including Unit Leaders, Lifeguards, CNA's, Activity Leaders, Counselors, and campers of same sex.
4. Assist with orientation of new staff members.
5. Assist with coordination of daily programming and worship services.
6. Monitor daily time off for counselors.
7. Share in counselor's responsibilities for campers.
8. Distribute evaluation forms to counselors for each camper and complete processing for submission to Program Manager.
9. Submit evaluation assessments from interviews with all staff including Unit Leaders, Activity Leaders, your Unit Counselors, and Assistant Counselors.
10. Attend all staff meetings as called by Camp Leadership.

11. Attend to pre-camp preparation of Program: office, equipment, recreation areas, and lodgings.
12. Maintain Program buildings and property; turn in work requests to Program Manager.
13. Supervise the maintaining of camp, (lights out, doors locked, curfew compliance and camp guidelines) to all staff members during camp sessions and days off.
14. Assist Camp Leadership in conducting evening staff devotions on a regular basis.
15. Supervise staff lounge area and living area for cleanliness and appropriate behavior.
16. Provide assistance to counselors in evening cabin devotions.
17. Assist in preparation and implementation of evening programs.
18. Complete accident reports for any accidents involving campers and staff.
19. Partake in nightly curfew checks and cabin lockdown.

#### Supervision

1. Provide support and guidance for discipline of all summer staff members.
2. Give supervision to counselors for cabin/property cleanliness and safety.

#### Camper Interactions

1. Assist with camper check-in at bus sites and continue to monitor camper and staff health needs daily.
2. Support by assisting in classes and camper interaction.

#### Other Duties

1. Assist with transportation of campers/staff.
2. Participate in and encourage attendance at staff devotions, outings, and worship services.
3. Complete ARC CPR for the Professional Rescuer and Standard First Aid.
4. Maintain a servant attitude, function as part of the ministry leadership team.
5. All other duties as assigned.

### **REPORTING RELATIONSHIPS**

This position reports to the Divisional Youth Secretary/Assistant Camp Administrator.

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

### **EDUCATION/EXPERIENCE**

- Minimum two years of college or equivalent preferred.
- Current ARC CPR for Professional Rescuer and Standard First Aid.
- Minimum two years of previous experience as a camp counselor preferred.
- Some supervisory experience.
- Minimum age of 23 preferred.
- Minimum two years of experience working with one or more of the following:

- a. Minority and at-risk youth
- b. Senior citizens
- c. Children under 18 years of age
- d. Low-income groups

### **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.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A strong commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.
- Demonstrated leadership abilities, including the exercise of sound judgment in emergencies and other stressful situations.
- Able to relate God's handiwork through various 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.
- An attention to detail
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- Demonstrated ability to use initiative and be a self-starter.
- Knowledge and skills in archery concepts and principals (safety guidelines, skills and ability to instruct).
- Current ARC CPR for Professional Rescuer and Standard First Aid\*.

### **POSITION LIMITATIONS**

- This individual will only commit Army resources that have been allocated or approved.
- This individual will keep the Divisional Youth Secretary/Assistant Camp Administrator informed on all critical issues relating to his/her area of responsibility.
- This individual will adhere to all Army policies and procedures in carrying out the responsibilities of this position.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Must have good physical health and stamina and is required to do light to strenuous physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly required to interact with and supervise staff and campers.
- Must frequently lift or move up to 50lbs.
- 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: 2/09, 1/10

Date Revised: 9/10, 1/12, 5/14, 10/18, 9/23, 1/24

### **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.