

# Summer Staff Job Description



## **Function**

To ably oversee the guidance, supervision, and leadership of campers during ongoing weeks of intentional, short-term, Christian camping experience

## **Responsible to**

Weekly camp Directors/ Co-Directors and the Camp Coordinator

## **Reportable and Accountable to**

Camp Coordinator

## **Qualifications**

- Be currently enrolled in college
- Be at least 18 years of age
- Demonstrate high moral behavior
- Have the ability to live as a Christian in daily contact with others
- Demonstrate a love for children by willingly engaging in a sacrificial investment of time and energy on their behalf
- Demonstrate an ability to work creatively with campers and be open to the guidance and assistance of the weekly Co-Directors and Program Director
- Work cohesively with others and possess leadership qualities
- Previous camping experience is helpful but not mandatory

## **Persons hired primarily to serve as Summer Staff Counselors will**

- Serve primarily as a counselor, but perform other duties as required during weeks when not assigned to counsel. Duties include, but are not limited to: leading nature activities, leading arts and crafts activities, providing office assistance, acting as "go-fer," cleaning, assisting with cookouts, campfire building and worship, taking pictures, helping with registration and end-of week activities, etc.
- Take part in a two-week training with all summer staff that includes classroom instruction, outdoor risk management and safety instruction, instruction on performing duties of a summer counselor or support staff, instruction about use of bikes, canoes and pool, overview of songs, games and basic camp activities.
- The workweek will be six days with Saturdays off.

## **Responsibilities**

- Participate in planned training programs.

- Provide leadership and guidance to a cabin group of four to eight campers. Serve as parent substitute. Provide leadership and guidance to a small group with a co-counselor.
- Participate in the planning and implementation of the weekly camp program.
- Ensure that the summer camping objectives of Shepherd's Spring are carried out in all group activities.
- Ensure that Shepherd's Spring policies related to the summer program are observed.
- Interpret safety and health regulations and see that they are observed.
- Be familiar with risk management procedures as they relate to a counselor's role.
- Carefully supervise the activities of Counselors-In-Training during the camp week.

### **Duties**

- Help campers adjust and grow into camp life including their relationship with counselors, staff, and other campers.
- Give on-site direction to the groups' planned activities as the schedule progresses during the week
- Work with individuals in their small groups so as to achieve the following minimum requirements:
  1. At least one experience of helping to create a worship experience
  2. At least one experience of creating an item in an art class.
  3. Participation in designated work projects (setting tables, daily cabin cleaning, etc.)
  4. Participation in at least one nature-related activity that explores the natural world around us.
  5. Responsible participation in group living tasks, small group, and large group camp activities.
  6. A peaceful resolution of problems and tensions resulting from group life.
- Direct cabin and small group activities in consultation with other cabins and small groups.
- Assist with camp program activities as and when appropriate.
- Have a thorough acquaintance with the curriculum materials so as to use them each week and with various age groups.
- Act as hostess or host at a table in the dining room at every meal. This includes providing guidance about proper behavior at the dining table and helping with clean up after each meal.
- Notify the Program Director immediately in the event of physical or sexual abuse on site and the Camp Administrator in the event that you learn of any physical or sexual abuse that occurred prior to the camper coming to camp.
- Plan for the spiritual growth of your campers through worship, cabin devotions, and Christian living. Create opportunities for sharing your personal faith and encourage campers to do the same at their level of understanding.
- Take the initiative to create the opportunity to discuss questions and issues relating to Christian living in today's world.
- Complete a written evaluation, participate in a closing weekly staff evaluation and a summer staff time of evaluation and closure at the end of the each camp week.
- Participate in a closing devotion each week that includes only paid summer staff.

As overall weekly camp staffing needs are assessed, some duties may be reassigned and others maybe assigned. (Flexibility is the key.)