

## Sky Lake of Wyoming Conference, Inc.

# Counselor Job Description

### **Position Purpose**

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

### **Essential Job Functions**

1. Assist in the direction, supervision, and organization of campers in his or her family group, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within Sky Lake's mission and outcomes (as determined by the Program Director, Sky Lake Board of Directors, the Wyoming Annual Conference, and the director for the assigned session of camp.)
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Assist in program areas such as waterfront, nature, all camp activities, challenge, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision, including recognition of physical, spiritual, mental, and emotional health needs.
  - Ensure that campers receive their medications as directed by the Health Care Provider (HCP).
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with HCP and/or Volunteer Director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the maintenance staff.
4. Be a role model to campers and staff in your attitude and behavior.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

### **Other Job Duties**

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, campouts, and other all-camp activities and camp functions.
- Assist in the planning of any special events on or near the waterfront.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

### **Scope of Duties**

Because of the "24-hour-a-day" nature of living with the campers, the counselor is **THE KEY** to the success or failure of the program of outdoor Christian education at Sky Lake. **This is an extremely responsible position.** The primary responsibility of the counselor is to assist the camper in the process of becoming. This means that he/she is to help the camper be so in touch with the reality of self in his/her setting that the camper can be the best person possible in every situation. Key elements in the development of this awareness are: (1) a healthy feeling of self-worth; (2) a good idea of his/her capabilities; (3) a willingness to take risks in efforts beyond known capabilities; (4) a sense of interdependence between self, others, and God.

### **Qualifications**

- Must be 18 years of age or high school graduate.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels.

### **Knowledge, Skills, and Abilities**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Ability to use and make relevant the Bible as a source of God's love.
- Ability to help campers learn and practice skills in group living, outdoor living, and other areas appropriate to the style of camping.
- Knowledge in using environmentally sound practices in camp life.
- Ability to lead the group in spontaneous learning and worship activities.

### **Physical Aspects of the Job**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- Possess strength and endurance required to maintain constant supervision of campers (including prolonged standing, bending, stooping, walking long distance, hiking, and stretching.)
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Ability to lift up to 50 lbs.
- Ability to live in a camp setting with up to eight campers in sleeping area.
- Ability to work irregular hours with limited or simple equipment and facilities.
- Ability to live with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

### **Line of Authority**

While the counselor is ultimately responsible to the Program Director and Executive Director, this person must work with, under, and through the director(s) for the week. The counselor becomes a member of the staff of the weekly program director at camp.

### **Work Schedule**

This position works from 8am Sunday morning until the conclusion of staff meeting on Friday evening. Each counselor will receive personal time each day.

*This description of duties is not intended to limit activity, but only to define areas of responsibility. It is expected that the counselor will respond to opportunities to use other gifts and talents as the program requires.*