



The Calvin Center Position Description

Position: Counselor

Reports to: Program Director

Purpose of Position

To supervise, provide care for, and be a positive role model for campers. To cultivate a safe environment where campers can grow in faith. To plan and facilitate activities, Bible studies, and all other aspects of daily camp life.

Qualifications

- Be of sound Christian Faith and good Christian Character.
- Must have completed one year of college.
- Have exceptional ability to understand and relate well to others- especially children.
- Be a team player. Be flexible.
- Willing to participate in and or lead camp activities.
- Be positive, outgoing, and enthusiastic.
- Be patient, sensitive and accepting of oneself and of others.
- Willing to do whenever benefits The Calvin Center and the summer camp program.

Relationships

- All positions are under the supervision of the Program Director.
- Works directly under the supervision of the Program Director and Unit Coordinators.
- First contact for guidance and support is the Unit Coordinator.
- Works as a part of the summer staff team alongside other counselors and resource staff.
- Directly supervises and cares for Campers.

Responsibilities (Including but not limited to the following)

- Remains with his or her campers all day and night except during pre-arranged breaks once the designated substitute takes responsibility for campers.
- Share leadership responsibilities with his or her co-counselor.
- Plan and lead camp activities.
- Plan and lead daily bible studies.
- Reside on-site for the summer program.
- Attend and participate in Staff Orientation.
- Attend all staff meetings and all meals.
- Attend and participate in "All Camp" activities.
- Provide Unit Coordinator with daily update on individual campers, events, and group dynamics of his or her unit.
- Will periodically assume the role of resource staff for a week at a time.
- Perform other duties as designated by Program Director and Executive Director.

Your Role as Support Staff

Periodically throughout the summer, Counselors fill the role of Support Staff. You will typically be on Support Staff for a week at a time, several weeks throughout the summer. As Support Staff, you are not directly responsible for a unit of campers. Instead, Support Staff lead camp activities, plan and facilitate All-Camp (Like Counselor Hunt, Skit Night etc.), provide coverage for counselors on break and assists with the overall operation of camp. Under most circumstances, while Support Staff work just as hard (if not harder) than counselors, the change of pace is a refreshing experience. Once all camp activities have ended for the day and your responsibilities have been met, you'll have additional "break time" to relax and recharge your batteries for your next week as a counselor. Below are some of the additional responsibilities that you have in your role on resource staff:

When Assigned to Aquatics program Areas

- The safety of campers and staff is primary
- Assists in the maintenance, cleaning and preparation of facilities, pool, and equipment
- Plan and Facilitate water games and other special water-related programs
- Guard during swim lessons, recreational swims, staff swims, and water-related programs
- Attend periodic in-service training clinics led by Waterfront Director

When assigned to the Challenge Course

- The safety of the campers and staff is primary
- Assist in setting up and maintaining the Challenge Course
- Report any hazards or maintenance and equipment needs
- Log course and equipment use
- Assist Low, High Challenge Courses, the Climbing Wall & Pamper Pole

As subbing counselor

- Responsible for the direct care and supervision of campers
- Arrange with counselors time and place to assume coverage of unit
- Arrive at appointed time and place 5 to 10 minutes early to assume coverage of unit
- Remain with campers at all times until unit's regular counselor resumes responsibilities
- All other responsibilities as outlined in the Counselor Positioned Description

When assigned to Maintenance, Kitchen etc.

- All responsibilities are under the supervision and directed of the Facility Director and Program Director.
- Assists in preparation, serving of food and clean up in the dining facilities.
- Empty all garbage cans on a daily basis; making certain that the areas around the cans as well the campsite in general is free of litter.
- Refill water coolers everyday.