



Camp Albemarle Head Counselor Job Description

Reports to: Assistant Director

Dates of Job: May 22 – August 4 2017

Purpose of Position:

- Ensure that all counselors are taking care of themselves and their campers, and provide help when necessary.
- Create fresh experiences for each session of campers.
- Help ensure that camp activities run according to plan, and are improved upon where possible.

Qualifications:

- Must be a professed Christian and follower of Jesus Christ and his teachings
- Must be at least 20 years of age, or turning 20 by September (Class of 2015)
- Must be able to stay at camp from open to close for the majority of camp sessions (except for daily time off)
- Preferred to be CPR/First Aid certified by the beginning of camp sessions (We provide CPR/First Aid training during staff week)
- Preferred two or more years in Christian camping

Specific Responsibilities:

- Attend, participate, and lead in leadership training, program training, and staff week.
- Along with the Program Director, create a master schedule for each session.
- Assign counselors and campers to cabins, and create family groups prior to each session.
- Assign prayer partners at the beginning of each week.
- Create a schedule for cabin cleanup, morning watch, and vespers at the beginning of each week.
- Help the Assistant Director run registration smoothly.
- Work with the counselors to make sure that they are doing well, meeting the needs of their campers, and working well with their co-counselor and brother/sister counselor.
- Help the program director ensure that each all camp activity is set up, facilitated, and taken down effectively.
- Attend bible studies and devotions with family groups and cabins as able, and participate as appropriate.
- Tend to all the needs of campers to the best of your ability, or contact appropriate staff (medical officer, spiritual development coordinator, assistant director, etc.) for situations beyond your training or comfort.
- Along with the Program Director, mediate in staff conflicts.
- Instruct and gently correct counselors in their responsibilities and conduct.