



## **Camp Albemarle Junior Counselor Job Description**

**Reports to:** Staff Growth Coordinator and Director of Summer Camp Ministries

### **Purpose of Position:**

Under the supervision of Staff Growth Coordinator and the Director of Summer Camp Ministries, the Junior Counselors assist and tend to program areas in their care. The Junior Counselors help leadership staff ensure that camp functions smoothly and efficiently, befriending campers and helping to make their camp experience fun, safe, and wholesome. Junior Counselors also have the opportunity to be Day Camp Counselors during a week.

### **Qualifications:**

1. Must be a high school rising senior, age equivalent, or have completed the CIT program at Camp Albemarle.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Lead assigned campers in daily camp activities.
3. Be a member of Challenge, Sailing, and/or Lifeguard Team.
4. Lead campers in camp chores.
5. Lead and participate in group devotion times, activity discussions, and praise and worship.
6. Manage camper behavior.
7. Practice and enforce all camp safety regulations and emergency procedures.
8. Participate in camp-wide activities and in setup and take down of activities.
9. Abide by all camp policies and covenant agreement.
10. Responsible for the health and well-being of assigned campers.
11. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and administrative staff.

### **Specific Duties:**

1. Attend trainings and weekly staff meetings.



- a. Junior Counselors **MUST** attend the week long staff training prior to serving for the summer. Make up training is available for some circumstances if the training is missed.
- b. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in. Junior Counselors must be present and on time to all meetings.
- c. In-service trainings take place throughout the summer. All Junior Counselors are required to attend all in-service trainings that pertain to their summer role.
2. Lead assigned campers in daily camp activities.
  - a. Participate with and guide your family group in morning, afternoon, and evening activities throughout the week.
  - b. Participate with and guide your family group in all opening and closing activities.
  - c. Activities include: all age-appropriate camp programs assigned during weekly scheduling meetings, devotions, mealtimes, h-hour (rest hour), adventure camp programs, camp wide activities, etc.
3. Be a member of Challenge, Sailing, and/or Lifeguard Team.
  - a. Junior Counselors are required to be a member of at least one of the program teams. These teams are responsible for their program area during the camp week and for providing a well facilitated and positive experience for our campers.
4. Lead campers in camp chores.
  - a. Junior counselors are to lead by example.
  - b. Assist campers with daily cabin clean up including, sweeping, making beds, hanging wet clothing, etc.
  - c. Assist campers with meal clean up including, washing dishes, dumping trash, wiping down tables, etc.
  - d. Assist campers with weekly group gophers. Gophers may include taking out trash, sweeping the DH, etc.
5. Lead and participate in group devotion times, activity discussions, and praise and worship.
  - a. Be present and on time for morning devotion (quiet time).
  - b. Plan and lead group devotions daily.
  - c. Take time to discuss activities in relation to camper's Christian walk.
  - d. Actively participate in the praise and worship at vespers.
6. Manage camper behavior.
  - a. Use age-appropriate techniques to manage unacceptable camper behavior, consulting with supervisors when necessary.
  - b. Camp Albemarle does not tolerate bullying. Be proactive in keeping group interaction positive.
7. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group control at specialized group activities so that the program staff can focus on safety.
  - b. Refer to the staff manual to be sure all safety regulations and emergency procedures are being followed.
8. Participate in camp-wide activities and in setup and take down of activities.



- a. Evening activities include Sunday formal swim, Sunday and Thursday vespers, Thursday dances and carnivals, etc.
  - b. Be present and on time for daily activities including morning watch, meals, h-hour (rest hour), etc.
  - c. Provide support in setting up and tearing down camp-wide activities.
9. Abide by all camp policies and covenant agreement.
- a. Camp policies are sent out prior to staff training and discussed in detail during the week of training. All staff and volunteers are to abide by these policies.
  - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
10. Responsible for the health and well-being of self and assigned campers.
- a. Program Staff are responsible for meeting their own personal health and hygiene needs, including taking prescribed medications.
  - b. Allow family groups time to take care of personal hygiene including showers, brushing teeth, etc.
  - c. Escort campers to the Health Official for daily medications.
  - d. Escort campers to the Health Official to treat injuries or illness outside of your level of care or training.
  - e. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
11. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and administrative staff.
- a. Staff roles change on a weekly basis. Be flexible!
  - b. When assigned to support staff roles refer to their specific job description (Day camp, Sailing team, Challenge Team, Lifeguard Team, etc.).

### **Relationships:**

The Junior Counselors have regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The Junior Counselors may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment.

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

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

### **Physical & Interpersonal Aspects of the Job:**



1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, 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 and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.