



Camp Albemarle Staff Growth Coordinator Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Staff Growth Coordinator is responsible for the development of younger staff in the Camp Albemarle summer season. Their primary goal is to support and encourage CITs, Junior Counselors, and international staff in their growth and development. The Staff Growth Coordinator is also responsible for coordinating the efforts of the program staff in the service of camp.

Qualifications:

1. Must be 21 years of age or a rising college junior.
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. Help plan and facilitate Senior Staff, CIT and Junior Counselor training.
3. Schedule CITs for daily and weekly duties.
4. Lead and participate in CIT devotion times.
5. Administrative duties.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Participate in evening activities.
8. Abide by all camp policies and covenant agreement.
9. Responsible for the health and wellbeing of self and assigned CITs/Junior Counselors/International staff.
10. Serve on the Summer Leadership Team.
11. Be an ambassador for international staff.
12. Perform all other duties and roles assigned by the Director of Summer Camp Ministries.

Specific Duties:

1. Attend trainings and weekly staff meetings.
 - a. The Staff Growth Coordinator must attend a spring planning weekend and the two-week staff training prior to serving for the summer.



- 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. The Staff Growth Coordinator must be present and on time to all meetings.
 - c. In-service trainings take place throughout the summer. The Staff Growth Coordinator is required to attend all in-service trainings that pertain to their summer role.
 2. Help plan and facilitate Senior Staff, CITs, and Junior Counselor training.
 - a. It takes multiple staff and resources to train the summer staff. The Staff Growth Coordinator is one of those resources. They are to work in conjunction with the Director of summer camp Ministries and Summer Leadership Team to effectively guide Summer Staff training.
 - b. After the two-week Staff training, the Staff Growth Coordinator (SGC) becomes the direct leader and planner for CITs and Junior Counselors training weeks. This includes one week of Junior Counselor training, and two separate weeks of CIT training. The SGC will have access to other administrative and leadership staff to assist with these trainings.
 - c. Training components for CITs and Junior Counselors include but are not limited to rainy day games, waterfront activities, challenge course, high ropes, evening activities, individual group games, vespers, leading devotions, behavior management, appropriate touch, camp policies, parent/camper communication, and emergency procedures.
 3. Schedule CITs for daily and weekly duties.
 - a. The Staff Growth Coordinator is to attend Sunday night master scheduling.
 - b. Propose activities to Counselors that CITs can lead at master scheduling.
 - c. Assign CITs to lead specific group activities each day.
 4. Lead and participate in CIT devotion times.
 - a. Be present and on time for morning watch.
 - b. Plan and lead CIT devotions.
 - c. Take time to discuss activities in relation to CIT's Christian walk.
 - d. Actively participate in the praise and worship at vespers.
 5. Administrative duties
 - a. The Staff Growth Coordinator is responsible for supervising the CITs and Junior Counselors throughout the summer.
 - b. Monitor and observe CIT and Junior Counselor leadership, communication and service, providing feedback that allows them to improve in these areas.
 - c. Assist the Summer Leadership Team with CIT and Junior Counselor weekly group and housing assignments.
 - d. Help with weekly camper check-in and check-out.
 6. 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.
 7. Participate in evening activities.
 - a. Evening activities include, Sunday formal swim, vespers, etc.



8. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff 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.
9. Responsible for the health and well-being of self and assigned CITs and SAs.
 - a. The Staff Growth Coordinator is responsible for meeting their own personal health and hygiene needs, including taking prescribed medications.
 - b. During CIT and Junior Counselor training, allow CITs and Junior Counselors time to take care of personal hygiene including, showers, brushing teeth, etc. In addition, allow them time to visit the nurse for daily medications or to treat injuries or illness outside of your level of care or training.
 - a. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
10. Serve on the Summer Leadership Team.
 - a. Join in weekly planning meetings and give feedback regarding staff roles and camp needs.
11. Be an ambassador for international staff.
 - a. The Staff Growth Coordinator is to provide transportation to international staff to and from airports and stops in town for supplies.
 - b. Be the go-to person for international staff regarding questions and introduce them to the camp and local culture.
12. Perform all other duties and roles assigned by administrative staff.
 - a. This is a leadership role. Be prepared to be flexible!

Relationships:

The Staff Growth Coordinator has 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 Staff Growth Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

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.