



## **Camp Albemarle Overnight Counselor Job Description**

**Direct Supervisors:** Spiritual Development Coordinator and Worship Coordinator

**Other Supervisors:** Leadership Team Members and the Director of Summer Camp Ministries

### **Purpose of Position:**

Ready to experience an incredible summer of adventure, leadership, and personal growth? As an Overnight Counselor, you'll be at the heart of the camp experience, guiding campers through a week full of exciting activities, meaningful connections, and life-changing moments.

As an Overnight Counselor, you'll live in the cabins with your campers, becoming a trusted mentor and friend as you lead them through daily camp adventures. You'll receive special training to equip you with the skills needed to support campers' physical, emotional, and spiritual needs, ensuring their safety and creating an unforgettable camp experience.

You'll work closely with our program staff to deliver a mix of fun-filled activities and spiritual growth opportunities, from games and outdoor challenges to praise and worship sessions. Each week, you'll get to engage with different age groups, keeping every day fresh and full of new experiences. If you're passionate about making a difference in kids' lives and love being in the great outdoors, this role is your chance to shine!

Join us as an Overnight Counselor and make this summer one to remember for you and your campers!

### **Prerequisites:**

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

### **Qualifications:**

1. Must have completed freshman year in college or age equivalent.
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. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
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.
8. Must be able to pass background check.



## **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Abide by all camp policies and covenant agreement.
3. Plans, leads, and implements camp programs for children.
4. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
5. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
6. Maintains a schedule for camp participants.
7. Facilitates activities for daily activities.
8. Organizes and leads various small and large group activities.
9. Ensures the cleanliness of the site.
10. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
11. Knows and understands all emergency procedures associated with the camp program.
12. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
13. Mediates any campers' disputes.
14. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
15. Maintains constant surveillance of the pool/body of water areas.
16. Perform all other duties and roles assigned by the Day Adventure Leadership Team and the Director of Summer Camp Ministries.

## **Specific Responsibilities:**

1. **Attend trainings and weekly staff meetings:**
  - Participate actively in all pre-camp and ongoing training sessions to learn safety procedures, program facilitation, and camper care strategies.
  - Attend weekly staff meetings to stay informed on schedules, updates, and expectations for the upcoming week.
2. **Abide by all camp policies and covenant agreement:**
  - Follow all camp rules, guidelines, and the staff covenant to maintain a safe and respectful environment.
  - Serve as a role model by demonstrating the values and behaviors expected of all staff and campers.
3. **Plans, leads, and implements camp programs for children:**
  - Develop and deliver engaging camp activities that promote fun, learning, and skill development.
  - Adapt plans based on the needs and energy levels of campers, ensuring every child stays engaged and has a great time.
4. **Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants:**
  - Foster a positive and inclusive atmosphere that encourages camper participation and exploration.



- Use creative approaches to teach new skills and introduce campers to new experiences.
- 5. **Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being:**
  - Maintain a watchful eye on campers during activities, keeping them safe and involved.
  - Support campers' personal growth by encouraging independence, teamwork, and a positive attitude.
- 6. **Maintains a schedule for camp participants:**
  - Ensure campers stay on schedule for daily activities, meals, rest times, and special events.
  - Communicate changes in the schedule clearly to both campers and other staff members.
- 7. **Facilitates activities for daily activities:**
  - Lead group games, crafts, sports, and other camp activities, ensuring each one is fun, engaging, and age-appropriate.
  - Adapt activities on the fly to suit the mood and needs of the campers.
- 8. **Organizes and leads various small and large group activities:**
  - Plan and run a mix of small group activities (e.g., crafts, nature walks) and large group events (e.g., camp-wide games, theme days).
  - Ensure each activity is inclusive and fun for campers of all abilities.
- 9. **Ensures the cleanliness of the site:**
  - Assist in maintaining clean and organized activity areas, buildings, and common spaces.
  - Encourage campers to practice good hygiene and clean up after themselves.
- 10. **Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance:**
  - Record important information such as attendance, incidents, and camper progress promptly and accurately.
  - Report any concerns or incidents to the leadership team as needed.
- 11. **Knows and understands all emergency procedures associated with the camp program:**
  - Be prepared to act quickly and appropriately in any emergency, following camp protocols.
  - Participate in emergency drills and ensure campers understand safety procedures.
- 12. **Records and tracks campers' dietary restrictions/allergies and ensures that the meals/snacks are distributed to them:**
  - Monitor and manage campers' dietary needs during mealtimes, ensuring safety and comfort.
  - Work closely with the kitchen staff to confirm that all food is labeled and distributed correctly.
- 13. **Mediates any campers' disputes:**
  - Address conflicts between campers in a fair and supportive manner, encouraging positive resolution.
  - Foster a culture of respect and understanding among campers.



- 14. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times:**
  - Maintain constant supervision and awareness of campers' locations.
  - Proactively reinforce safety rules during all activities.
- 15. Maintains constant surveillance of the pool/body of water areas:**
  - Be vigilant while campers are swimming or participating in water activities, following all water safety guidelines.
  - Act as a responder in case of any water-related emergencies.
- 16. Perform all other duties and roles assigned by the Day Adventure Leadership Team and the Director of Summer Camp Ministries:**
  - Take on additional tasks as requested, demonstrating flexibility and a positive attitude.
  - Approach every duty as an opportunity to contribute to a successful camp experience for all.

### **Benefits:**

#### **1. Personal and Spiritual Growth**

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

#### **2. Leadership and Job Skills**

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

#### **3. Mentorship and Lifelong Friendships**

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

#### **4. Making a Lasting Impact**

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

#### **5. Fun and Adventure**

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

#### **6. Room and Board Provided**

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

#### **7. Pay**

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.



### **Relationships:**

Overnight 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:**

Overnight Counselors 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.