



Job Description

POSITION: DAY CAMP COUNSELOR

RESPONSIBLE TO: ASSOCIATE EXECUTIVE DIRECTOR

WILDWOOD RANCH 4 Pillars:

- CHRIST
- CREATION
- COMMUNITY
- COURAGE

QUALIFICATIONS:

- 1 Those qualifications outlined in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW
- 2 Have a desire to work in a service position in a camp.
- 3 Be a minimum age of 18 years old.

RESPONSIBILITIES:

In addition to those responsibilities listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, each Day Camp Counselor should:

- 4 Participate in all activities with campers each day.
- 5 Ability to communicate and work effectively with groups participating (age and skill levels), and provide necessary instruction to campers.
- 6 Attend and participate in staff meetings each day and on Sundays.
- 7 For all early & after care rotations, actively engage with campers. Arrive 15 minutes prior to each assigned early care rotation. For after care, staff will stay until all campers have been picked up.
- 8 On **Monday mornings**, unless already working early care, **all staff** will be at the front of camp, wearing their staff t-shirt, no later than **8:30am** to help with registration day duties.
- 9 Put the needs of the campers before your own needs/desires.
- 10 Show love to all campers while at camp.
- 11 Make sure campers are following through on daily responsibilities like personal hygiene.
- 12 Work alongside & support other staff you come in contact with throughout the day.
- 13 Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques according to the Behavior Management Policy to protect the interest of campers, staff and the camp.
- 14 Share the gospel message & give each camper the opportunity to accept it (NEVER coerce or force a camper into making spiritual decisions)

- 15 Assist campers at the activities on the schedule each day. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- 16 Physical endurance to walk an average of 5-8 miles a day with campers, assisting them where needed.
- 17 Arrive and depart from scheduled events on time.
- 18 Assist campers in keeping up with the gear they bring, helping to maintain a minimum amount of Lost & Found. At the end of each day, will go through the items gathered throughout the day and see if they can find the camper whom they belong to.
- 19 Assist Leadership Staff during evening activities with chapel, snack shack, night games and bonfires.
- 20 Assist kitchen staff, teen ministry leaders and LIT campers with meal set-up and cleanup as needed in the mornings and at dinners as assigned.
- 21 Assist campers in maintaining a balanced account at Snack Shack, actively supervise and engage campers during Snack Shack rotations.

- 22 Greet campers & families with great enthusiasm each morning and afternoon during arrival and departures at camp.
- 23 Actively participate and help to lead Morning Gatherings.
- 24 Encourage & build up the excitement of the summer theme and cabin/group competitions each week.
- 25 Balance the group dynamics in the cabin groups to protect each child's emotional safety.
- 26 Effectively utilize spontaneous "teachable moments".
- 27 Facilitate a cabin devotional each day.
- 28 Be intentional about getting to know each camper in your group each week in order to find out about all areas of their life, with an emphasis on their spiritual condition.
- 29 Participate in skits and worship at Chapel as needed after dinner duties are complete.
- 30 Complete camper paperwork/staff evaluations as asked by the end of the week.
- 31 Clean-up Day Camp Area (Chippewa Village) at the end of each day (i.e. trash, equipment, lost & found, etc). Any supplies, games, etc. used at Chippewa Village or elsewhere should be cleaned up and put away.
- 32 Help campers keep the campgrounds clean by teaching them about the "Leave No Trace" concept.
- 33 Clean and sanitize surfaces, equipment, etc. according to Health Department guidelines.
- 34 Be an example of true Christian character and conduct.

TRAINING: TO BE TRAINED BY SENIOR LEADERSHIP STAFF

1. Pre-camp reading/videos as assigned
2. Wildwood Staff Training

Other Related Duties:

Other duties & responsibilities may arise that are not included in this job description.

Evaluation & Observation:

Evaluation & Observations of staff will take place at a minimum of once per summer and up to twice per summer. These will be shared as needed with staff during the summer.