



## Job Description

POSITION: FLEX COUNSELOR  
RESPONSIBLE TO: **ASSOCIATE EXECUTIVE DIRECTOR**  
**Assistant Program 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, ALL THE DUTIES LISTED FOR CABIN COUNSELOR AND DAY CAMP COUNSELOR each FLEX Counselor should WHEN WORKING AS A CABIN COUNSELOR:

- 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 Put the needs of the campers before your own needs/desires.
- 8 Show love to all campers while they are at camp.
- 9 Make sure campers are following through on daily responsibilities like personal hygiene.
- 10 Work alongside & support other staff you come in contact with throughout the day.
- 11 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.
- 12 Physical endurance to walk an average of 3-5 miles a day with campers, assisting them where needed

- 13 Share the gospel message & give each camper the opportunity to accept it (NEVER coerce or force a camper into making spiritual decisions).
- 14 Assist campers at the activities on the schedule each day and help to clean up after each activity.
- 15 Assist campers in keeping up with the gear they bring, helping to maintain a minimum amount of Lost & Found. At the end of chapel each day, will go through the items gathered there and see if any of them belong to their campers.
- 16 Help campers keep the campgrounds clean by teaching them about the "Leave No Trace" concept.
- 17 Clean and sanitize surfaces, equipment, etc. according to current Health Department guidelines.
- 18 Arrive and depart from scheduled events on time.
- 19 Assist Leadership Staff during evening activities, including campfires.
- 20 Assist campers in maintaining a balanced account at Snack Shack. Actively supervise and engage campers during Snack Shack rotations.
- 21 Greet camper families with great enthusiasm when they arrive at camp/bus stop.
- 22 Greet with great enthusiasm the bus when it arrives with campers from Detroit.
- 23 Balance the group dynamics in the cabin to protect each child's emotional safety.
- 24 Effectively utilize spontaneous "teachable moments".
- 25 Facilitate a cabin devotional each day.
- 26 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.
- 27 Participate in skits and worship at Chapel as needed. Actively supervise and engage campers during Chapel.
- 28 Encourage & build up the excitement of the summer theme, clean cabins and cabin competitions each week.
- 29 Assist and engage with campers during cabin clean up. Maintain a clean & organized area each day even if you're not in cabin with campers.
- 30 Complete camper paperwork/staff evaluations as asked by the end of the week.
- 31 Be an example of true Christian character and conduct.

#### **WHEN FLEX COUNSELOR IS WORKING AS A DAY CAMP COUNSELOR SHOULD:**

- 32 Participate in all activities with campers each day.
- 33 Ability to communicate and work effectively with groups participating (age and skill levels), and provide necessary instruction to campers.
- 34 Attend and participate in staff meetings each day and on Sundays.
- 35 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.
- 36 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.
- 37 Put the needs of the campers before your own needs/desires.
- 38 Show love to all campers while at camp.

- 39 Make sure campers are following through on daily responsibilities like personal hygiene.
- 40 Work alongside & support other staff you come in contact with throughout the day.
- 41 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.
- 42 Share the gospel message & give each camper the opportunity to accept it (NEVER coerce or force a camper into making spiritual decisions)
- 43 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.
- 44 Physical endurance to walk an average of 5-8 miles a day with campers, assisting them where needed.
- 45 Arrive and depart from scheduled events on time.
- 46 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.
- 47 Assist Leadership Staff during evening activities with chapel, snack shack, night games and bonfires.
- 48 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.
- 49 Assist campers in maintaining a balanced account at Snack Shack, actively supervise and engage campers during Snack Shack rotations.
  
- 50 Greet campers & families with great enthusiasm each morning and afternoon during arrival and departures at camp.
- 51 Actively participate and help to lead Morning Gatherings.
- 52 Encourage & build up the excitement of the summer theme and cabin/group competitions each week.
- 53 Balance the group dynamics in the cabin groups to protect each child's emotional safety.
- 54 Effectively utilize spontaneous "teachable moments".
- 55 Facilitate a cabin devotional each day.
- 56 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.
- 57 Participate in skits and worship at Chapel as needed after dinner duties are complete.
- 58 Complete camper paperwork/staff evaluations as asked by the end of the week.
- 59 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.
- 60 Help campers keep the campgrounds clean by teaching them about the "Leave No Trace" concept.
- 61 Be an example of true Christian character and conduct.

**TRAINING:**

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.