



Day Camp Counselor Job Description

Position: Day Camp Counselor, 2023

Reports to: Program Director, Day Camp Coordinator, Summer Leadership Team

Purpose of Position:

A day camp counselor is the primary caregiver for day campers. Counselors are responsible for planning, teaching, coordinating and facilitating daily camp activities and guiding campers in their personal growth and daily living skills.

Qualifications:

1. At least 16 years old
2. Be of Christian faith, willing to share that faith with others, and to learn and grow alongside them.
3. Current certification in first aid and CPR, or willing to become certified.
4. Ability and interest to interact with children of all ages and backgrounds.
5. Ability to work with a diverse team.
6. Ability to work long hours in an outdoor environment.
7. Ability to use discernment and discretion in many situations.
8. Ability to abstain from use of cell phones and social media while on duty.
9. Strong communication and interpersonal skills to be used with campers, staff, volunteers, visitors, and parents.
10. Ability to maintain maturity, discipline, and flexibility while also leading by example through good moral character, work ethic, and strong integrity.
11. Model behavior as a leader and representative of Montgomery on and off site.
12. Completion of a Level II background check upon hire.

Responsibilities:

1. Attend all staff trainings and meetings.
2. Respect all of God's creation to include ALL staff members and the environment.
3. Responsible for the caretaking and wellbeing of assigned campers mentally, physically, and spiritually.
4. Responsible for managing camper behaviors.
5. Lead and facilitate camp activities with provided training.
6. Plan and lead Bible studies from the provided curriculum.
7. Maintain high standards of health and safety in all activities for campers and staff.

8. Assist with kitchen patrol and keeping camp clean.
9. Take initiative as a team player.
10. Perform all other duties as assigned by the Day Camp Coordinator, Directors or leadership staff.

Responsibilities and Other Specific Duties Explained:

1. There will be mandatory training prior to the start of summer. The completion of these trainings are mandatory for employment. There will be weekly day camp staff meetings. **There are two optional trainings:** Waterfront Lifeguarding and/or becoming a challenge course facilitator. The cost of these trainings are covered by Montgomery Center and are highly recommended as they will provide more flexibility in program scheduling and offer year-long, part-time work opportunities.
2. It is expected that staff will interact respectfully with each other and the outdoors for the entirety of the summer. Counselors will apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
3. Assigned campers will be the counselor's responsibility from the moment they arrive until the moment they leave. A camper should **never** be left unsupervised and headcounts will need to be done continuously throughout the day.
4. Lead your small group into a cohesive and positive dynamic through age-appropriate language. Unacceptable behaviors need to be managed in a timely manner with the assistance from the Day Camp Director when necessary and reported to leadership staff or Program Director to be addressed if needed. Counselors are to be role models and lead by example as campers deepen their faith. Be approachable.
5. Participate in the development and implementation of program activities for campers within the mission and outcomes. Camp activities that counselors will be participating in or leading include, but are not limited to, small and large group games, team building exercises, labyrinth, swimming, archery, canoeing, bible studies, climbing wall, arts and crafts, campfire cooking, and boating activities.
6. Counselors should refer to their staff handbook for continual knowledge of camp policies and emergency procedures. Counselors must be able to maintain control of a group and diffuse anxiety in emergency situations and take action when needed.
7. Camp policies will be covered in detail during staff training. All staff and volunteers are to abide by those policies. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the Program Director or Day Camp Coordinator.
8. Groups will rotate responsibility for helping with KP (kitchen patrol) to ensure tables are set, dishes are washed, and that the Dining Hall is clean after mealtimes. Groups will also assist in keeping Montgomery free of litter and looking sharp!
9. Counselors are to be flexible when assigned to alternate roles (program staff, lifeguard, etc), as well as to schedule changes.

10. Be ready. Camp is a fun and fast paced environment with opportunities to slow down and spend time with God. Camp is an incredible gift and privilege. The expectations are high, the time is valuable, and opportunities to grow are imminent.

Equipment Used:

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

- Good written and verbal communication
- Strong time management skills
- Determination and persistence
- Critical thinking and problem solving skills
- Ability to work well individually and within a team
- Self-motivated
- Ability to resolve conflict in a positive manner
- Ability to understand child development
- Ability to lead a small group
- Ability to practice patience and empathy

Physical Requirements:

- Ability to stand for long hours
- Potentially stooping, climbing, reaching, lifting up to 50 pounds, walking long distances, bending, jumping, and using hand-eye coordination.
- Ability to work in all weather conditions
- Ability to practice physical, emotional, and spiritual self-care

Relationships and Interpersonal Aspects:

Counselors will be interacting with many people over the summer including other summer staff, campers, campers' parents, kitchen and maintenance staff, volunteers, camp nurse, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone. Romantic relationships are discouraged between staff members during the summer camp season.

Complete this Google if you are interested in a position with us!

<https://forms.gle/d6bcN1TWwxgHZvYH9>



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