

TITLE: **Head Counselor**

**Direct Supervisor:** Camp Director

**MISSION STATEMENT**

Camp Norwesca is a United Methodist Camp and Retreat Center whose mission is to create Disciples of Christ by providing a safe and fun environment, where campers and retreat groups can grow in their faith, renew, unplug, and develop life skills through intentional programming and spiritual enrichment.

**GENERAL STATEMENT**

The camping program of Camp Norwesca is an outreach of the Great Plains Conference of the United Methodist Church for the purpose of providing experiences through which all persons (without regard to religious affiliation, sex, age, social status, etc.) can grow in Christian faith, discover the power of Christian community, and experience the world in which God has placed us all. While membership in the United Methodist Church is not a requirement of employment, active participation in a Christian church is expected. In addition, a general requirement for employment is that staff must feel comfortable in this setting and be able to be supportive of this ministry. Being of service to people and extending the greatest degree of courtesy to people is a very real and important requirement of all staff.

**Minimum Qualifications**

* Ability to share Christian faith and values.
* Desire to gain camp experience for educational needs.
* Desire and ability to work with children, youth, and adults in a camp setting.
* Ability to creatively schedule program activities and Bible study.
* At least 18 years of age
* Ability to work as a team with all staff which includes volunteers.
* Enthusiasm, sense of humor, patience, self-control, and flexibility
* Ability to lead/assist in teaching activities, and curriculum (provided)
* Ability to accept supervision and guidance.

Desired Qualifications

* Previous camp staff or counselor experience
* Knowledge of the Camp Norwesca program
* 2yr. College student
* Theology/Recreation/Early Childhood or Secondary Education students

##### Training Required

##### First Aid and CPR certification (provided during staff training if not currently certified)

* “Safe Gatherings” Certification
* Complete a 2 weeklong Staff Training course before the start of the summer calendar, which may include Challenge Course, Lifeguarding, and Archery training session.

##### Specific Goals and Objectives

* Attend and complete all required training. Participate in a week of intensive training that will cover issues such as - child development, addressing homesickness, age level awareness, discipline, risk management, child abuse prevention methods, working with Volunteer Staff, Parent issues, CPR & First Aid training, outdoor living skills, camp rules, policies, and guidelines, curriculum, and worship.
* Study curriculum provided for better understanding. Prepare lesson plans for each age level of campers. Work together with Volunteer Counselors and Counselors in Training any shared lesson plans/curriculum activities that they are comfortable leading. Remembering the need for rainy day cabin activities, and structured small group games.
* Prepare activity schedules with Site Director, Volunteers, and other site staff. Ensure a schedule that allows flexibility and each camp’s use of as many activities as schedule will allow. Remembering our focus at Camp Norwesca is providing a Christian camping experience, and the lesson portion of the day never compromised by other camp activities.
* Provide leadership that will allow growth in your campers’ faith, challenges their abilities, and builds strength as a camp community living in the outdoors. Each should feel they are included and have experience in the camp experience.
* Organize and create ways campers can be involved in planning or participating in the week’s special events, such as - Worship, Devotion, Talent Show, and Evening Programing.
* Manage break away time. Rotate your Leadership (Volunteer/Site Staff) within your camp to allow time away from the campers but remaining on site, but never compromising camp policies in supervision of the campers.
* Evaluate each camp session Volunteer Staff in written documentation. Providing suggestions or information that could improve the program, and Volunteer abilities of leadership skills, and to relate, respond, and interact with the campers.

##### Specific Responsibilities

* Prepare for and actively participate in all staff training, meetings, and evaluation conferences.
* Have a complete understanding of all camp forms, procedures, policies, and can answer any questions related to/and can complete forms if needed.
* All staff should possess respect for others, punctuality, cleanliness, appropriate clothing, ownership in camp properties/equipment and programs, good sportsmanship, and table manners.
* Complete understanding of the Staff Handbook, and facility policies and procedures.
* Organized all Camper paperwork upon collection, verify it’s correct/complete, and on files turned in upon completion of Check – IN and Check – Out days.
* Manage personal time off in accordance with camp policy.
* Submit all required reports on time. (Evaluations, Incident/Accident, repair or supplies needed)
* Work closely with Site Director, to manage all leadership within your camp session, that everyone has one/two hours off sometime during a 24-hour period. This time is to be spent away from campers but remaining on site during the camp week without jeopardizing supervision of campers.
* Report to Site Director of Camp Norwesca any camper/parent, volunteer, or site problems that you are not able to resolve on your own as soon as possible.
* Assist those campers who may need help fitting into the camp atmosphere.
* Help ensure morale of campers by monitoring rest, eating habits, and balance of activities.
* Provide opportunities for the group, so that each individual experiences success during camp.
* Encourage your group to work together and be responsible for God's outdoor space in their camp community.
* Provide opportunities for discussion of individual or group problems and concerns.
* Carry out camp health, food, and safety procedures.
* Develop cabin activities, for rainy days.
* Supervise all assigned aspects of the campers' day including wake up, cabin cleanup, mealtimes, and rest hour, daytime and evening activities, getting ready for bed and after hours, as assigned.
* Instruct campers in emergency procedures such as fire drills, evacuating the cabin, severe weather warnings, etc.
* Help campers plan their participation in all aspects of special events during their week of camp such as, Worship, devotions, talent show, evening programing.
* Teach and /or lead camp activities as assigned.
* Other duties as assigned; these duties can and will include the cleaning of the facility at the end of each camp session, and during the week.
* To fulfill the mission of the camp through your responsibilities.
* Attending staff meeting as scheduled (during the summer season we have set 7:30am on Mondays).

##### Benefits

Pay: $80 per day or $400 per week (if you work all 5 full days) – checks or direct deposit arriving by the 15th and the 30th. Salary is per day, if you work 6 or less hours, you will be paid for a half day. Room, & board is included with your salary during the summer season and meals will be provided when being cooked in the Dining Hall. On days that camp does not cook meals, you may have to provide your own food. You will not be paid for personal time away, non-workdays, or meals off camp unless part of your duties as a Core Counselor. There are laundry and kitchen facilities available as needed.

*Please complete the following statement and sign:*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description, understand, and will do my very best to fulfill the above responsibilities of Core Counselor for Camp Norwesca’s Ministry Programs. I do give \_\_\_\_\_\_/ I do not give\_\_\_\_\_\_ my permission for the Camp to use photos of myself in promotional materials for Camp Norwesca.

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Signature

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