

## **Warm Beach Christian Camps and Conference Center Ministry Description**

**Job Title:** Special Friends/Day Camp Counselor  
**Department:** Program  
**Reports To:** Special Friends/Day Camp Facilitator  
**Prepared By:** Laurie Fertello  
**Prepared Date:** 1/2018

### **SUMMARY**

The Special Friends/Day Camp Counselor is responsible to minister to the spiritual, emotional, relational, and physical needs of the campers and volunteers (High School-Adult) at Day Camps and Special Friends Camps. The person in this position shall, at all times, demonstrate cooperative behavior towards colleagues, guests and supervisors. Regular attendance is essential for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following; other duties may be assigned:

1. Have ability to communicate and work with campers age K-4th grade, Special Needs campers age 15-Adult, and Volunteers of High School to Adult age, during their various camp activities, and provide necessary instruction to campers.
2. Respond to emergencies in accordance to training and camp policies.
3. Possess abilities to observe camper and volunteer behavior, assess its appropriateness, enforce applicable safety regulations and emergency procedures, and apply effective behavior-management techniques.
3. Help build excitement for the opening day of camp each week and conduct oneself in such a way so as to encourage the transfer of trust onto oneself by the parents.
4. Assist in Volunteer Training (Materials provided).
5. Work as a team member with the other WBC staff and volunteers toward the overall goals of the camp.
6. Be a positive role model to the campers and volunteers in his/her spiritual walk, self-respect, love, and consideration of others, enthusiasm and work ethic.
7. Guide and encourage group and individual participation in all camp activities and functions, through attitude, speech and action.
8. Participate in and/or lead daily Bible studies and chapels (materials provided).
9. Supervise all assigned aspects of the campers' and volunteers' day, including daily activities, meal times, clean-up, chapels, Bible studies, swimming and recreational time, and evening activities.
10. Personally escort assigned campers to and from the pool, horseback rides, mini-golf, climbing tower, and other activities.
11. Assist in teaching or leading an activity, as assigned.
12. Learn the likes/dislikes of each camper
13. Strive to meet the spiritual, emotional, relational, and physical needs of the campers and volunteers.
14. Recognize and respond to opportunities for presenting the "Good News" of Jesus Christ.
15. See that assigned campers wear clean clothing and are appropriately dressed for

- the weather and activities of the day.
16. Be aware of the health and well-being of assigned campers, and report any problems to the Camp Facilitator.
  17. Be willing and able to assist Special Friends campers with bathroom needs. Includes transferring from wheelchairs to toilet and back, wiping, dressing, etc.
  18. Be prepared to transfer wheelchair-bound campers from wheelchair to pool (training and support given)
  19. Be prepared to assist campers during other recreational activities (training and support given).
  20. Have the ability to observe/oversee volunteers age 15-Adult, day or night.
  21. Act as the Lead Counselor in assigned housing areas.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be at least 18 years of age.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one, small group and large group situations to campers.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Driver's abstract, if driving Camp vehicles (including the train.)

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and jump on level and unlevel ground; run, throw and catch; sit; use hands to finger, handle, or feel; and reach with hands and

arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently assist in lifting or moving up to 75 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, color and depth perception, and ability to adjust focus. These abilities are necessary to help the Counselor protect the safety of campers while they are involved in various camp activities.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. On occasion, the camping program may require counselors to sleep outdoors with their campers. The noise level in the work environment is moderate to high.

### **ON-CAMP HOUSING CONDITION**

The employee in this position is required to live on the camp premises in staff housing in order to provide round-the-clock supervision of campers and volunteers, and fulfill the program requirements of this position.

### **MINISTRY STATEMENT**

Warm Beach Camps and Conference Center provides Christ-centered environments, experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the cross".

### **OTHER QUALIFICATIONS**

Have a sincere love for the Lord and be committed to the Lordship of Christ in every area of one's life

Have a burden and a love for people with disabilities and High School volunteers, and a desire to see them totally committed to the Lordship of Jesus.

Be willing to support the philosophy and goals of WBC and of the Day Camp Program through attitude, speech and action.

Be willing to accept supervision and guidance.

### **POSITION CLASSIFICATION**

This is a seasonal, contract position.