

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

Job Title: Special Friends/Day Camp Facilitator
Department: Program
Reports To: Disabilities Ministries Director
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SUMMARY

The Special Friends/Day Camp Facilitator is responsible to cultivate the proper spiritual emphasis and atmosphere in the Day Camps. The DC/SF Facilitator is responsible for leadership and organization in all Day Camp functions and activities for the utmost gratification of the campers, parents and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following; other duties may be assigned:

1. Have ability and desire to disciple and supervise high school and college age counselors and volunteers, as well as campers.
2. Have ability to creatively schedule programs, facilities, and staff.
3. Keep counselors and volunteers accountable in performing their ministry via teaching, training, coaching and supporting.
4. Formally evaluate Special Friends/Day Camp Counselors at least once a season, conducting other evaluations as necessary.
5. Maintain healthy staff relations through exercising principles of love, forgiveness, reproof, and honest communication.
6. Maintain integrity of camp standards and support counselors and volunteers in any camper discipline problems.
7. Maintain atmosphere of love, openness, and caring among staff, volunteers and campers.
8. Supervise, collect, and check the content of all weekly staff and volunteer reports as they pertain to campers and program.
9. Maintain cleanliness, neatness, and orderliness of camp facility before, during and at the close of camp.
10. Organize and perform skits, and oversee all activities to compliment and enhance the overall program.
11. Work in coordination with the Disabilities Ministries Director for establishment of a friendly, open atmosphere at check-in.
12. Be willing and able to replace or supplement the main counseling staff in an emergency.
13. Monitor food service and eating habits.
14. Prepare for and participate in staff orientation, meetings and functions.
15. Co-Lead staff meetings, with Disabilities Ministries Director.
16. Possess ability to communicate with and lead high school, college age and adult staff in their various camp activities and responsibilities; provide necessary instruction to the staff, volunteers and campers.
17. Possess ability to observe staff behavior, assess its appropriateness, enforce

- applicable safety regulations and emergency procedures, and apply effective behavior-management techniques.
18. Work as a team member with the other WBC staff toward the overall goals of the camp.
 19. Be a positive role model for the staff, volunteers and campers in his/her spiritual walk, self-respect, love, and consideration of others, enthusiasm and work ethic.
 20. Organize and be responsible for bathroom clean-up, and meal serving schedules.
 21. Organize and safely store camper records and medical releases, in cooperation with the camp nurse.
 22. Obey and enforce all camp safety rules and regulations
 23. Report information regarding unusual behaviors, rule infractions, medical issues, etc. to the Disabilities Ministries Director daily (immediately if emergency).

SUPERVISORY RESPONSIBILITIES

The Special Friends/Day Camp Facilitator is responsible to supervise Special Friends/Day Camp Counselors, and Volunteer Counselors.

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

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Previous work experience in a camp setting is also required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of campers, staff and parents.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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, run and jump on level and uneven ground; 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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, color and depth perception, and ability to adjust focus. The employee is frequently required to transfer wheelchair-bound campers from wheelchairs to toilets or swimming pools, and assist in cleaning or dressing campers. 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. 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 ministry, 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 their 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 through attitude, speech and action.

Hold a valid Driver's License and be able/willing to drive.

POSITION CLASSIFICATION

This is a seasonal, contract position.