

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Summer Camp Counselor
DEPARTMENT: ELP
SUPERVISOR: Director of Summer Camp and/or Head Counselor
FLSA CLASSIFICATION: Exempt
JOB CODE: Seasonal Full Time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

OBJECTIVE OF JOB

To be a positive Christian role model and supervise and teach youth in various outdoor activities. while living with and caring for them.

ESSENTIAL JOB FUNCTIONS

1. Carry out the policies for supervision of camper health and safety.
2. Supervise all assigned aspects of campers' day including wake-up, dorm/cabin clean-up, meal times, rest hour, evening activities, Bible study, devotions, getting ready for bed, and after hours as assigned.
3. Be able to relate the Bible and the Christian faith to a variety of ages in a fun and challenging way and nurture the spiritual growth of each camper.
4. Help each camper meet the goals established by Mo-Ranch Summer Camp for camper development.
5. Teach or assist in teaching a variety of activities
6. Lead Bible Study for group.
7. Develop unit policies with campers on the first day of camp.
8. Recognize and respond to opportunities for problem solving in the group.
9. Develop opportunities for interaction between campers and staff.
10. Provide opportunities for the group that each camper may experience success during camp.
11. Provide opportunities for discussion of individual or group problems or concerns.
12. Guide unit and individual campers in participating successfully in all aspects of camp activities.
13. Help campers plan their participation in unit and camp-wide activities, special events, and programs.
14. Set a good example for campers and others including cleanliness, punctuality, sharing chores, honesty and sportsmanship.
15. Maintain good public relations with campers' parents, and the Mo-Ranch staff.
16. Write clear, informative letters to camper parents introducing yourself and updating them on their son/daughter once a session.
17. Assist in evaluating the entire camp operation with suggestions for the following season.
18. Ability to walk at least ten miles over varied and rugged terrain.

19. Ability to stand and work for extended periods of time, under various weather conditions.
20. Ability to work under various environmental conditions, including extremes of heat (100 degrees or better).
21. Good driving record, able to meet the driving record requirements set forth by the insurance carrier.
22. This position requires regular and predictable attendance as an essential function of the job.

SUPPORTIVE JOB FUNCTIONS

1. Instruct campers in emergency procedures such as fire drills, evacuating the dorm/cabin, inclement weather and flooding.
2. Prepare for and actively participate in staff training and staff meetings
3. Follow Mo-Ranch Summer Camps policies and procedures pertaining to smoking, and abstaining from the use of alcoholic beverages and drugs.
4. Encourage respect for personal property, camp equipment, and Mo-Ranch facilities.
5. Manage personal time off in accordance with camp policy.

SPECIFIC JOB KNOWLEDGE, SKILL, AND ABILITY

1. Posses the strength and endurance required to maintain constant supervision of campers.
2. Ability to assist campers in an emergency (fire, flood, evacuation, illness or injury).
3. Ability to accept supervision and guidance.
4. Ability to relate to one's peer group.
5. Requires standing, sitting, repetitive motions, hearing, and visual acuity.

QUALIFICATIONS

1. Completion of your freshman year in college or 19 years of age or older.
2. Experience working with children and youth in an outdoor setting preferred.
3. Current certification in CPR and First Aid required.
4. Certification in Red Cross Lifeguarding and WSI for those counselors working on the waterfront.
5. Archery instructor certification from NAA (National Archery Association) in order to teach archery.
6. Music leader needs to have a strong background in singing, guitar and/or piano, leading praise and worship.
7. Enthusiasm, sense of humor, patience, and self-control.
8. Must be able to lift, push, pull, and carry a minimum of 50 pounds.

GROOMING AND UNIFORM

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be work at all times while on duty.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Print Employee Name