**Responsible to:** Summer Program Manager

**Function:** Oversight for counselor program.

**Specific Responsibilities**

1. Orientation
	1. Assist counselors to prepare for duty through trainings, meetings and physical preparations of cabins.
	2. Assist with pre-camp projects as needed, such as docks, tents, cleaning, etc.
	3. Facilitate and lead appropriate trainings as assigned.
	4. Serve as an appropriate role model by following and enforcing all camp policies and regulations.
2. Direct and Assist Counselors with Cabin Duties During Camp
	1. Take Bulldog duty on the first night of each session and as assigned.
	2. Arrange cabin coverage in the absence of a counselor.
	3. Provide encouragement and spiritual direction for counselors as needed.
	4. Assist counselors with discipline cases.
	5. Arrange for assistance for cabins that need help during cabin activities.
	6. On the first day of each session, collect all prohibited items, such as money and candy from campers to be stored in the office. Return items to campers on the last day of camp.
	7. Operate cabin cleanup contest within DHS and ACA guidelines.
3. Assist Specialists and Director of Programs DoP in Enforcing the Camp Policies and Programming
	1. Report on the conditions of the counseling staff to Summer Program Specialist and DoP.
	2. Attend each Leadership Team meeting.
	3. Teach one class every day.
	4. Assign support staff to oversee campouts. Check on counselors and campers at each site throughout the evening.
	5. Assist in planning and organizing special events such as Honor’s Campfire, chapel services, holidays and carnivals.
	6. Alternate between facilitating the dining hall during free swim and other duties as assigned.
	7. Maintain “Head Counselor Role” notebook and make revisions for the following summer.
4. Scheduling
	1. Set up a schedule to give counselors a break each eight-day sessions and coordinate with support staff.
	2. Organize meetings with the counselors once a session and as the need arises.
	3. Inform all members of the staff of any changes in the normal schedule.

**Other Camp Responsibilities**

1. Attend prayer times (before chapel and the beginning of cabin clean up and rest period).
2. Write a letter daily to a camper in your assigned support cabin.
3. Take part in the Passion Play each session.
4. Assist with taking down chairs and tables before and after chapel.
5. Assist with rest period work projects.
6. As assigned, participate in lunchtime devotions.
7. As assigned, take swim duty.
8. As assigned, participate in chapel. Find a replacement if absent.
9. As assigned, work in the snack shack during evenings.
10. As assigned, provide curfew and Bulldog checks.

**Essential Functions**

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with groups participating, and provide necessary instruction to campers and staff.
4. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
6. Physical ability to respond appropriately to situations requiring rescuing a child.
7. Cognitive and communication abilities to supervise and lead peers and campers including emergencies.
8. Ability to drive 15 passenger vans.
9. Ability to follow state health, fire, and ACA regulations.
10. Ability to train staff.
11. Ability to observe camper and staff behavior.
12. Physical strength to carry children.

**Qualifications**

1. Minimum age of 19 years, preferably 21 and over.
2. Minimum of one year camp counseling experience.
3. Proven leadership and organizational skills.
4. Valid Michigan Chauffeurs License if 21 years old or older (preferred, but not required)