

**DUBOIS CENTER**  
Illinois South Conference United Church of Christ  
**Position Description – Summer Camp**



**TITLE:** Worship Coordinator/Time-Off Counselor  
**REPORTS TO:** Director of Outdoor Ministries  
**SALARY:** Entry Level Salary is \$275 - \$300 per week, plus meals and lodging during camp sessions

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**Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation**

**GENERAL INFORMATION:** DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Membership in a UCC church is not a requirement for employment – just a sincere desire to share God’s love and serve others. Summer staff, supervisors, chaplains, site and health care staff work as a team to plan and implement the camp program and ensure the health and safety of each person involved. *The primary focus of this position is providing unselfish service to others.*

**POSITION OVERVIEW:** Work with chaplains and staff to coordinate and facilitate worship experiences for both Villages – separately and combined. Lead a wide variety of program activities for family groups while providing time-off coverage for counselors. Assist with staff training. Serve as a collaborative member of the summer leadership team which may include serving in another capacity for a week or two.

**GENERAL QUALIFICATIONS for All Positions:**

- Enjoys working with people of all ages and possesses a sincere desire to serve others
- Is willing to share their faith with others
- Is able to accept and provide supervision and constructive coaching
- Is flexible and open to growth
- Is physically active, in good health and emotionally stable
- Is willing and able to work in a non-smoking, drug and alcohol-free environment
- Consistently demonstrates a high level of ethics and Christian values

**SKILLS & CERTIFICATIONS:**

**Required**

- minimum age: 20 with emotional maturity, 21 or older preferred
- successful experience in worship and/or music leadership and proven ability to work collaboratively with individuals & groups (small & large) of children, youth and adults
- current certification in First Aid and Child-Adult CPR/AED
- ability to provide primary leadership in a wide variety of camp activities
- successful completion of up to 8 hours of designated online pre-camp training

**Recommended**

- valid driver’s license
- skills and successful experience in training and supervising paid and/or volunteer staff, and organizing and coordinating tasks and schedules
- guitar playing & song leading ability (seeking 3 or more staff with this skill)
- current Lifeguard certification (seeking at least 7 staff with this certification)
- training and/or current certification in low ropes or teams courses

**JOB SEGMENTS:**

- Provide for the health and safety of all campers and staff at all times.
- Treat all people with dignity and respect, and be a positive role model in all aspects of camp life.
- Participate in and assist with the leadership of staff meetings and training sessions.
- Work to build a supportive, inclusive and effective Christian community among the paid and volunteer staff members and the campers.
- Work collaboratively with Health Care Providers, Chaplains, Directors and Resource People, ensuring they are welcomed into the camp family and are included as a vital part of the summer team.
- Nurture the faith development of campers and staff.

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## **WORSHIP COORDINATOR - JOB SEGMENTS (continued):**

- ❑ Work directly with Chaplains and Directors to facilitate and coordinate worship experiences for the different sessions in camp. This might include working with family groups on vesper/worship planning.
- ❑ Ensure there is solid faith-based music for worship services, vespers and BLAST.
- ❑ Ensure there is an adequate supply of program supplies and equipment on hand for worship experiences and other faith-based activities.
- ❑ Work with Summer Leadership Team on weekly planning and the scheduling of program activities.
- ❑ Design and facilitate engaging and “professional” introductions to the themes - theme for the week at worship the first night of camp, and daily themes each morning.
- ❑ Plan and lead faith-focused and curriculum-related activities.
- ❑ Lead a wide variety of activities for family groups while providing time-off coverage.
- ❑ When working with family groups, provide support and coaching for less experienced leaders and model energized and dynamic leadership.
- ❑ Assist with regular emergency drills.
- ❑ Ensure general camp areas are safe and in good repair.
- ❑ Assist with support tasks as time allows, and other duties as assigned.
- ❑ Assist with camper and parent arrival and departure procedures, being a welcoming presence.
- ❑ Complete end-of-week and end-of-summer closing procedures including evaluations and clean-up.
- ❑ Work collaboratively with the year-round staff, other coordinators and summer staff to achieve camp goals, maintain health and safety standards, and develop and nurture the staff team.
- ❑ Create and maintain a positive image at all points of contact with the public.
- ❑ Abide by Illinois South Conference and DuBois Center procedures and policies.

## **ESSENTIAL FUNCTIONS:**

1. Abilities to communicate and work with individuals and groups of varied ages, backgrounds and skill levels, plan and lead appropriate activities and provide necessary instruction, coaching and support.
2. Cognitive and communication abilities to plan and facilitate activities to achieve objectives for camper and staff development.
3. Abilities to communicate and train staff and campers in safety regulations and emergency procedures.
4. Abilities to observe camper and staff behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate supervisory, behavior management and intervention techniques.
5. Visual and auditory abilities to identify and respond to environmental and other hazards related to the camp setting.
6. Physical and cognitive abilities to respond appropriately to situations requiring first aid or other emergency procedures.

**DAYS OFF:** Coordinators have a minimum of two days (48 hours) off every two weeks or one day (24 hours) off every week, as scheduled by the Director of Outdoor Ministries. You may request specific days off, but requests are not guaranteed.

## **SUMMER PROGRAM STAFF RECEIVE:**

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|-------------------------------------|---|
| + meals and lodging while in camp   | + a salary or stipend, paid twice a month |
| + accident insurance, while on duty | + 7-9 days of intensive training          |

**SEASON:** The season for Coordinators runs from May 25 through early August. Additional days before and after the regular season are available, will be negotiated.

**TO APPLY:** Contact DuBois Center or go online to receive an **Employment Packet**. It will include an application, reference forms, which you will need to have completed and returned directly to the office. Interviews will be set up after completed applications have been received.

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