

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



TITLE: Barn Assistant/Counselor-Activity Specialist
REPORTS TO: Summer Barn Coordinator
SALARY: Entry Level Salary is \$247 - \$268 per week, plus meals & lodging during camp sessions

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: Assist with the implementation of the summer horse program. This includes providing instruction and supervision for small groups of up to 14 campers during morning and evening barn chores, grooming and riding sessions, and other horse-related activities. Assist with daily cleaning of all horse-related facilities and caring for the horses. Serve as a Cabin Counselor/Activity Specialist for approximately half of the summer. (See separate position description for details.) Assist with supervision and leadership of campers and general camp activities.

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: 18 **and** a high school graduate
- successful experience working with children and/or youth
- demonstrated knowledge and skills in Western riding, horse care and tacking
- current certification in First Aid and Child-Adult CPR/AED
- successful completion of up to 8 hours of designated online pre-camp training

Recommended:

- one year out of high school
- formal riding instruction
- current Lifeguard certification (seeking 7 or more staff with this certification)
- training and/or certification in low ropes or teams courses
- guitar playing & song leading ability (seeking 3 or more staff with this skill)

JOB SEGMENTS

- Provide for the health and safety of all campers, guests and staff at all times.
- Provide for the health and the safety of the horses.
- Treat all people with dignity and respect.
- Be a positive role model in all aspects of camp life.
- Warmly greet campers and parents and assist with arrival and departure procedures.
- Assist with program leadership, including instruction, trail rides, caring for the horses and maintenance of the horse-related areas and equipment.

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BARN ASSISTANT/COUNSELOR & ACTIVITY SPECIALIST - JOB SEGMENTS (continued):

- ❑ Assist in planning special events utilizing the horses and riding areas, and programs for horse-related specialty camps.
- ❑ Assist with leadership and supervision of other camp activities, including singing, evening programs, all-camp activities and special events, when not engaged in the horse program.
- ❑ As a counselor, supervise and provide guidance for campers, cabin and family groups, including:
 - + knowing their whereabouts at all times;
 - + setting a positive tone for campers and encouraging acceptance and fellowship between cabin and family group members, and among all cabin groups;
 - + and explaining, modeling and enforcing the guidelines and policies necessary for community life.
- ❑ Provide background “support” for the camp community: keeping the grounds and facilities neat, clean and safe, cleaning cabins and other facilities during and between camp sessions, driving camp vehicles if needed and assigned, and performing other duties as assigned.
- ❑ Complete end-of-week and end-of-summer closing procedures including evaluations and clean-up.
- ❑ Participate as a positive member of the staff team.
- ❑ Nurture the faith development of campers and co-workers.
- ❑ Work collaboratively with other paid and volunteer staff members to achieve camp goals and maintain health and safety standards.
- ❑ Work to build a supportive, inclusive, effective Christian community.
- ❑ Attend and participate in all designated staff meetings and training sessions.
- ❑ 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. Cognitive and communication abilities to plan and lead activities to achieve goals for camper development.
2. Abilities to communicate and train campers and volunteers in safety regulations and procedures.
3. Abilities to observe camper and horse behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
5. Physical and cognitive ability to respond appropriately to situations requiring first aid or other emergency procedures.

DAYS OFF: Those serving in this position 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:

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

SEASON: Our season will run from May 30 through late July. Additional days before/after the regular season are available, but are not required.

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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