

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



TITLE: Counselor/Activity Specialist
REPORTS TO: Village Coordinator
SALARY: Entry Level Salary is \$247 - \$268 per week, plus meals and 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: Counselors live and work directly with small groups of 5-8 campers, providing leadership, guidance and supervision throughout the day and night. They lead a variety of activities, both traditional camp activities and faith-based activities. Counselors spend 4-5 weeks living in a cabin with campers as their primary leader and 1-2 weeks as Activity Specialists focusing on leading program activities and providing background support for the camp community.

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
- current certification in First Aid and Child-Adult CPR/AED
- after staff training, ability to provide primary leadership in at least five of the following and support in the rest: archery, canoeing, crafts, dance or creative movement, group building initiatives, horseback riding, nature activities, outdoor living skills, waterfront supervision as a certified guard
- successful completion of up to 8 hours of designated online pre-camp training

Recommended:

- at least one year out of high school
- current Lifeguard certification (**NOTE:** At least 6 of the Counselors/Activity Specialists hired must have current Lifeguard 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 and staff at all times.
- Treat all people with dignity and respect.
- Be a positive role model in all aspects of camp life.
- Be directly responsible for a group of 5-8 campers.
- Warmly greet campers and parents on opening day, and help campers settle in and adjust.
- Working collaboratively and share responsibility for and leadership of a family group (two cabin groups) of 10-14 campers with another counselor.

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COUNSELOR/ACTIVITY SPECIALIST - JOB SEGMENTS (continued):

- ❑ Supervise and provide guidance for campers in assigned cabin and family groups, including:
 - + knowing their whereabouts at all times;
 - + being in the cabin with them during sleeping hours and all other assigned times;
 - + setting a positive tone for campers and encouraging acceptance and fellowship between cabin and family group members, and among all cabin groups;
 - + explaining, modeling and enforcing the guidelines and policies necessary for community life;
 - + helping campers assume responsibility for mealtime hopping, cabin and general camp cleanliness and their personal hygiene;
 - + and actively participating with campers in camp activities whenever appropriate.
- ❑ Lead faith discussion and prayer times with your cabin group.
- ❑ Lead/teach a variety of activities, both traditional camp activities and faith-based activities.
- ❑ Share in the prep and leadership of singing, evening programs, all-camp activities and special events.
- ❑ Assist with camper and parent arrival and departure procedures.
- ❑ 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 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: All Counselor/Activity Specialists 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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