

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

JOB TITLE: Summer Camp Counselor
REPORTS TO: Program Director
SALARY: Entry Level Salary is \$350 per week, plus meals and lodging

GENERAL INFORMATION: DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ.

Each summer, DuBois Center hosts a traditional residential summer camp for youth ages 5 through 18. 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 selfless 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 camp activities. Counselors spend 5-6 weeks living in a cabin with campers as their primary leader.

GENERAL QUALIFICATIONS for All Positions at DuBois Center

- Is flexible and open to growth
- Is reliable and able to build good relationships with children
- Is willing and able to work in a non-smoking, drug and alcohol-free environment
- Good communication skills and work well with others

SKILLS & CERTIFICATIONS

Required:

- minimum age of 18 **and** a high school diploma or equivalent
- experience working with children and/or youth
- current certification in American Red Cross Adult and Pediatric First Aid/CPR/AED with Anaphylaxis and Epinephrine Auto-Injector or equivalent (Camp will help facilitate earning these certifications if not already obtained)

Recommended:

- current Lifeguard certification
- employment or education in Education fields, students welcome!
- experience with tutoring, leading youth groups, outdoor education
- other outdoor education experience - Eagle Scout, Girl Scouts, WFR, Guide Training

JOB RESPONSIBILITIES

- Provide for the health and safety of all campers and staff at all times.
- Be directly responsible for a cabin group of 5-8 campers.
- Work collaboratively to lead a family group of 10-14 campers in coordination with your co-counselor. (weekly assignments)
- 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 of all people present in the camp community
 - + helping campers assume responsibility for mealtime hopping, cabin and general camp cleanliness and their personal hygiene
 - + perform First Aid as necessary and report to the Health Center staff as per camp healthcare

procedure

+ actively participate with campers in camp activities

+ adhere to the weekly camp schedule

- Implement and lead camp activities and programs for campers
- Work collaboratively with other paid and volunteer staff members to achieve camp goals and maintain health and safety standards
- Ensure the cleanliness of the camp's site
- Work to build a supportive, inclusive, effective community
- Understand ALL emergency procedures associated with summer camp
- Attend and participate in all designated staff meetings and training sessions
- Abide by public health and camp healthcare policy when in contact with the public
- Abide by Illinois South Conference and DuBois Center policies and procedures

PHYSICAL DEMANDS

Physical ability to walk up to 10 miles in a day on paved walkways, carry a backpack weighing up to 20 pounds with personal and cabin group gear, and to respond to situations requiring first aid or the enactment of other emergency procedures.

SUMMER PROGRAM STAFF RECEIVE:

- * meals and lodging while at camp + salary paid twice a month (15th and 30th)
- * accident insurance while on duty as camp staff
- * 8-10 days of training:

Summer Staff Training week offers exposure to all of our camp activities and opportunities to be signed off as a certified leader of: archery, canoeing, crafts, dance or creative movement, group building activities, horseback riding, nature activities, outdoor living skills, and participating in waterfront supervision as a certified lookout.

Training week also covers Reducing the Risk, radio network training and drills, public health sanitation and cleaning, and DCFS abuse reporting protocol.

SEASON: Our summer camp season runs from late May through the first week of August.

INCLUSION STATEMENT: Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.

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