

## 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 \$360 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.

**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. Counselors spend 4-5 weeks living in a cabin with campers as their primary leader and 1-2 weeks leading program activities and providing background support for the camp community.

#### SKILLS & CERTIFICATIONS

##### Required:

- minimum age: 18 **and** a high school graduate
- current certification in First Aid and Child-Adult CPR/AED
- successful experience working with children and/or youth
- after staff training, ability to provide primary leadership in at least three of the following and support in the rest: archery, canoeing, crafts, group building games, nature activities, outdoor living skills, waterfront supervision

#### JOB SEGMENTS

- ☐ Provide for the health and safety of all campers and staff at all times.
- ☐ Be directly responsible for a group of 5-8 campers.
- ☐ Working collaboratively and share responsibility for and leadership of a family group (two cabin groups) of 10-14 campers with another counselor.
- ☐ Supervise and provide guidance for campers in assigned cabin and family groups.
- ☐ Lead/teach a variety of traditional camp 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
- ☐ Complete end-of-week and end-of-summer closing procedures including clean-up and evaluations.
- ☐ Work collaboratively with other paid and volunteer staff members to achieve camp goals and maintain health and safety standards.
- ☐ 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. Visual and auditory ability to identify and respond to hazards related to the camp setting.
4. Physical and cognitive ability to respond appropriately to first aid situations 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. You may request specific days off, but requests are not guaranteed.

#### SUMMER PROGRAM STAFF RECEIVE:

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

**SEASON:** Our season will run from May 28 through late July. Additional days after the regular season are available but not required.

**TO APPLY:** Submit an **Employment Packet**. It will include an application and reference forms, which you will need to have completed and returned to [dcinfo@duboiscenter.org](mailto:dcinfo@duboiscenter.org) or 2651 Quarry Road, Du Bois IL 62831.

## **OUR INCLUSIVITY 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, ability, 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.

Rev 12.25