



**The Salvation Army – Northern Division  
Department - Northwoods Camp  
Job Description**

**Position Title:** Camp Counselor  
**Salary Status:** Special Camp Exemption  
**Classification:** Not Rated  
**Reports To:** Divisional Youth Secretary

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**The Salvation Army Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Summary of Position**

To identify camper needs and to carry out summer camp programs. This is a temporary summer time position without benefits. The duration of this position is determined by the summer camp programs.

**Qualifications**

1. Totally committed on an emotional, spiritual, and intellectual level to the objectives of the camp and the children in your care.
2. First year college student or 18 years of age with High School diploma or GED required.
3. Desire and ability to work with children outdoors.
4. Ability to relate to ones peer group.
5. Ability to accept supervision and guidance.
6. Ability to assist in teaching an activity.
7. Good character, integrity, and adaptability.
8. Enthusiasm, sense of humor, patience, and self-control.
9. Ability to participate fully in the total camp program. \*
10. Ability to communicate and work with groups participating (various age and skill levels,) and provide necessary instruction to campers.
11. Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations, and emergency procedures, and apply appropriate behavior-management techniques.
12. Visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
13. Possess the strength and endurance required to maintain constant supervision of campers.

14. Cognitive and communicative abilities to plan and conduct activities (i.e. clubs, emblem classes, rainy-day activities, etc.) that achieve camper development objectives.
15. Ability to assist campers in emergency (fire, evacuation, illness, or injury).
16. Must be willing to support the mission of The Salvation Army.
17. Certified in CPR and have had first aid training or completed during orientation.
18. Have completed the Safe from Harm program course or complete the course during orientation. It must be understood by the incumbent that the provisions of Safe From Harm will apply upon commencement of employment and also understood that the required Safe From Harm training be satisfactorily completed by the end of Staff Orientation week.

### **Essential Duties and Responsibilities**

This job description is not all inclusive. It is intended to identify the essential duties of the position. Other duties, responsibilities and tasks may be assigned by corps officer/administrator.

#### Specific Responsibilities:

1. Learn the likes/dislikes of each camper.
2. Learn the names of each camper in your care by the end of the first day.
3. Prepare and lead activities for opening day that make campers feel welcome, help them to adjust to their new home, and facilitate their ability to make friends.
4. Help campers unpack and make sure each has all basic necessities for clothing and personal hygiene. Report any problems to the Head Counselor immediately.
5. Review cabins rules with campers on opening day.
6. Instruct campers in emergency procedures such as fires, storms, and missing campers on opening day.
7. Prepare and lead devotions with your cabin side each night, based on the theme of the day using materials provided.
8. Ensure that all campers shower every day and wear fresh clothes, as possible.
9. Ensure that all campers awake on time and wear clothing appropriate to the day's activities.
10. Ensure that camper receive any daily medications and treat camper injuries following camp procedure.
11. Teach cleaning techniques to campers and assign them specific responsibilities during daily cabin clean-up time.
12. Participate with campers during all activities, including those that are messy or wet.
13. Encourage campers to participate and try new things.
14. Celebrate camper successes and encourage campers to try again when they fail.
15. Prepare and lead a counselor-directed-activity each day, in partnership with your co-counselor.
16. Recognize and take advantage of teachable moment's everyday.
17. Sit with and be attentive to campers during meals.
18. Lead campers in grace before each meal and teach proper table manners.
19. Lead your cabin in cleaning up after meals.
20. Serve as a lookout when on duty at the pool on a rotating basis.
21. Teach at least one class utilizing the skills listed on your camp application. If you do not volunteer, a class will be assigned to you.
22. Help campers place their participation in camp-wide programs, special events, and activities.
23. Sleep-out with your cabin as assigned.
24. Use unstructured time to engage campers in meaningful conversation.
25. Be proactive in managing camper behavior following materials received during orientation.
26. Recognize and respond to opportunities for problem solving in the group.
27. Look for ways to enable each camper to experience success during camp.
28. Provide opportunities for discussion on individual or group problems or concerns.
29. Help each participant meet the goals established by the camp for camper development.

30. Carry a first aid kit at all times and ensure that it is properly stocked.
31. Carry out established rules enforcing camp safety regulations.
32. Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, sportsmanship, and table manners.
33. Prepare campers evaluations for each session and camper survey as assigned.
34. Encourage respect for personal property, camp equipment, and facilities.
35. Encourage individuality and creativity in campers.
36. Help participants develop a sense of fair play, accepting both winning and losing graciously.
37. Encourage understanding and sensitivity to the natural environment.

**Staff Responsibilities:**

1. Prepare for, and actively participate in, staff training.
2. Manage personal time off in accordance with camp policy.
3. Clean living area daily.
4. Desire to be a team player.
5. Check your mail and read posted flyers on a daily basis for camp information updates.
6. Committed to the growth of campers spiritually, physically, educationally, emotionally, and socially.
7. Encourage respect for individuals and their differences.
8. Regularly attend required staff meetings and outings.
9. Be a constructive member of the staff contributing in every way possible to the health, harmony, and happiness of the Northwoods Camp family.
10. Immediately bring voice criticisms and concerns to your immediate supervisor.
11. To be in accord with camp aims and policies being loyal to camp at all times.
12. Evaluate current season and make suggestions for following season.
13. Assist where needed for the benefits of the campers and the smooth operation of camp.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**\* Please note that full participation means that although you may not have an assigned responsibility you are required to attend and participate in the various daily programs of camp, such as evening programs, camper worship, cabin devotions, etc.**

**Bloodborne Pathogens Exposure Risk Level**

**Risk Level 3** – The tasks or activities conducted by Risk Level 3 workers involve reasonably anticipated exposure to blood or other potentially infectious materials.

**Physical Activities and Requirements of Position**

**Talking**

- Especially where one must frequently convey detailed or important instructions, information and ideas accurately, loudly or quickly

**Hearing**

- Able to hear average or normal conversations and receive ordinary information

**Repetitive Motion**

- Fast and quick movements frequently and regularly required using the entire body

**Visual Abilities**

- Average, ordinary, visual activity necessary to prepare or inspect documents, watch children up close and at a distance

### **Physical Strength**

- Good physical condition.
- Variety of work; sitting, standing, walking, running, jumping, dancing, bending, stair climbing, kneeling, stooping, crouching, bending, twisting and lifting
- Able to regularly lift up to 50 pounds.

### **Working Conditions**

While there are normally no hazardous or significantly unpleasant physical working conditions, human behavior is unpredictable. All summer camp staff members must be capable of intervening in an appropriate manner to resolve conflicts and sudden emergency events. Individual work schedules are provided at the beginning of employment and subject to change as needed. The essential duties and responsibilities of this position can not be performed from home.

### **Mental Activities and Requirements of Position**

#### **Reasoning Ability**

- Ability to deal with a variety of variables under only limited standardization.
- Able to interpret various instructions.

#### **Mathematical Ability**

- Ability to perform basic math skills, addition, subtraction, multiplication, division, fractions and percentages.

#### **Language Ability**

- Ability to fluently speak, read and write in English
- Ability to read a variety of books, magazines, instruction manuals, dictionaries, curriculum guides.
- Ability to prepare memos, write notes to parents, and write reports using proper punctuation, spelling and grammar.
- Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using present, perfect, and future tenses.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative and are not inclusive of the initiative expected to assume other responsibilities as needed.

I have read the above job description and am fully aware of all of the duties and responsibilities of this position and am capable of performing all duties. If accommodations are needed to perform the duties, I agree to provide medical documentation of the specific accommodations needed. I understand The Salvation Army will evaluate and determine whether it is financially and/or physically able to make the accommodations.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee will be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organization policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not part of your normal job description.

\_\_\_\_\_  
**Employee Name (Please Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name (Please Print)**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**