



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

Position Title: Head Counselor/Program Assistant
Salary Status: Special Camp Exemption
Classification: Not Rated
Reports to: Divisional Youth Secretary

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.

Qualifications

1. At least one season of experience working in a camp setting or minimum of 2 years relevant experience preferred.
2. Minimum age 21
3. Experience supervising staff and children.
4. Desire and ability to work with young adults and children outdoors.
5. Accepts Responsibility of a Counselor and will sleep in the cabins with campers, if need be.
6. Excellent verbal and written communication skills.
7. Able to accept supervision.
8. Organized, self-motivated, and responsible.
9. Able to work independently or as part of a team.
10. Ability to relate to one's peer group.
11. Ability to participate fully in the total camp program. *
12. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
13. Visual and auditory abilities to identify and respond to environmental and other hazards related to activities and situations.
14. Ability to communicate and work with groups of varying age and skill levels, and provide necessary instruction to campers and/or staff.
15. Ability to observe camper behavior assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
16. Physical ability to respond appropriately and quickly to situations and requiring first aid.

17. Possess the physical strength and endurance required to maintain constant supervision of campers.
18. Ability to identify and respond to hazards.
19. Ability to assist campers in emergency (fire, evacuations, illness, or injury).
20. Must be willing to support the mission of The Salvation Army.
21. Certified in CPR and have had first aid training or completed during orientation.
22. 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.

Summary of Position

Responsible for ensuring quality care of our campers by providing effective supervision of the summer camp program counseling staff (both male and female). This is a temporary summer time position without benefits and requires that you live at the camp in the quarters assigned. The duration of this position is determined by the summer camp programs.

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 Responsibility:

1. Ensure that staff are arriving for work on time.
2. Ensure that staff's are following proper procedures for all aspects of the day, as explained during orientation.
3. Conduct daily inspections of cabins.
4. Conduct flag raising and lowering each day.
5. Attend and assist with morning devotions each time your staff are present.
6. Assist counselors with camper discipline following the discipline flow chart.
7. Ensure that staffs are dressed appropriately for all programs and activities.
8. Ensure that staff participates in all activities.
9. Help staff set personal growth goals.
10. Meet with each counselor privately at least once each camp to provide encouragement and feedback.
11. Make float counselor assignments.
12. Schedule counselor time off.
13. Review and sign off on all camper reports.
14. Be aware of staff conflicts and step in to assist in resolving them as appropriate, in a timely manner.
15. Excuse counselors after camper lights out.
16. Inform the DYS of any staff conflicts and concerns.
17. Ensure staff are getting enough rest.
18. Ensure staff are following Northwoods Camp Policies and Procedures.
19. Formally evaluate your staff, in partnership with caseworkers, twice during the summer, as scheduled by DYS.
20. Prepare a brief at the end of the season.
21. Conduct nightly curfew check in your cabins.
22. Fully support and interpret the Mission of Northwoods Camp, its policies and procedures, and decisions made by the DYS.

Additional Responsibilities:

1. Conduct curfew checks for the camp on a rotating basis, as assigned by the DYS.

2. Assist with orientation as assigned.
3. Assist with dismissing staff for session breaks.
4. Assist with opening and closing day procedures.
5. Develop special awards for your staff to motivate and recognize performance.

Staff Responsibilities:

1. Clean living area daily.
2. Be a team player
3. Willing to cooperate with all members of the staff regardless of their position.
4. Committed to the growth of campers spiritually, physically, educationally, emotionally, and socially.
5. Maintain a high level of interaction with campers and staff.
6. Be a constructive member of the staff, contributing in every way possible to the health, harmony and happiness of the Northwoods Camp family.
7. Organize and schedule daily staff meetings and activities.
8. Attend all staff meetings and outings.
9. Immediately bring criticisms and concerns to your immediate supervisor first.
10. Be in accord with camp aims and policies being loyal to camp at all times.
11. Evaluate current season and make suggestions for the following season.
12. Respond positively to the direction of the Program Director when he/she makes schedule changes.
13. Assist where needed for the benefit of the campers and the smooth operation of camp.
14. Perform all other duties as assigned by DYS.

*** 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.**

Working Conditions

There are normally no hazardous or significantly unpleasant physical working conditions, with the exception of the occasional emotional distress or turmoil (due to varying situations) with and between staff and/or clients. Some of the work required of this position will be performed outdoors.

Blood borne Pathogens Exposure Risk Level

Risk Level 1 – The tasks or activities conducted by Risk Level 1 would involve no known expectation of 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

- Movements frequently and regularly required using the entire body.

Visual Abilities

- Average, ordinary, visual activity necessary to prepare or inspect documents and for driving.

Physical Strength

- Variety of work; the majority of the time is prolonged standing, walking, with some running, bending, squatting, climbing, kneeling, twisting and lifting.
- Able to regularly lift/move 30 pounds and 50 pounds occasionally.

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.

Mathematics Ability

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

Language Ability

- Ability to speak read and write fluent English.
- Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
- Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
- Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using past, present, 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