



DOING
THE MOST
GOODSM

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

Position Title: Head Lifeguard / Camp Counselor

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. Current; Water Safety Instruction Certificate preferred, Lifeguard Training, CPR for the Professional Rescuer and Standard First Aid certifications.
2. Minimum 2 years supervisory experience in a similar aquatic area preferred.
3. Must have at least 2 years experience as a lifeguard/similar position.
4. Knowledge of pool and spa operation and chemical testing.
5. Must live on the camp grounds throughout the duration of employment.
6. Totally committed on an emotional, spiritual, and intellectual level to the objectives of the camp and the children in your care.
7. First year college student or 18 years of age with High School diploma or GED.
8. Desire and ability to work with children outdoors.
9. Ability to relate to ones peer group.
10. Ability to accept supervision and guidance.
11. Ability to assist in teaching an activity.
12. Good character, integrity, and adaptability.
13. Enthusiasm, sense of humor, patience, and self-control.
14. Ability to participate fully in the total camp program. *
15. Ability to communicate and work with groups participating (various age and skill levels,) and provide necessary instruction to campers.
16. Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations, and emergency procedures, and apply appropriate behavior-management techniques.
17. Visual and auditory abilities to identify and respond to environmental and other hazards related to the activities.
18. Possess the strength and endurance required to maintain constant supervision of campers.

19. Cognitive and communicative abilities to plan and conduct activities (i.e. clubs, emblem classes, rainy-day activities, etc.) that achieve camper development objectives.
20. Ability to assist campers in emergency (fire, evacuation, illness, or injury).
21. Certified in CPR and have had first aid training or completed during orientation.
22. Must be willing to support the mission of The Salvation Army.
23. 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.

Summary of Position

The Head Lifeguard/Camp Counselor is to provide leadership and professional knowledge in the waterfront department at camp. The incumbent is responsible for scheduling and managing the waterfront employees, as well as supervising the safety of all waterfront users. Responsible to identify camper needs and to carry out summer camp programs. 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.

1. Participate in leadership training week
2. Conduct Aquatics orientation during general staff training. Work with Camp Leadership in planning this orientation.
3. Supervise all aquatic activities, and set example as head lifeguard.
4. Provide instruction in swimming, diving, boating, and water safety.
5. Plan water carnivals and inclement weather classes; (work with Camp Leadership).
6. Assist in preparation and implementation of daily programs and evening programs.
7. Participate in total camp program; *
 - a. Encourage Aquatic staff involvement with assigned units.
 - b. Assume other duties as requested by Program Manager if weather/ circumstances prevent ongoing aquatic activities.
8. Test pool daily, and monitor both physical and mechanical equipment.
9. Maintain daily general cleanliness/repair of pool, pool building, and pool equipment. Contact Maintenance Dept. for mechanical problems.
10. Maintain daily general cleanliness/repair of boathouse, boat room, docks, beach, pontoon boat, canoes, rowboats, oars, paddles, and related lake front equipment/area.
11. Implement work schedules for all Aquatic personnel.
12. Implement daily/weekly exercise and in-service training of lifeguards.
13. Maintain a sense of professionalism in Aquatic areas: self-control, service, positive attitudes, work ethic.
14. Work cooperatively with Camp Leadership to facilitate programming requirements/requests for all groups. To include swim lessons, carnivals, basic water safety for staff/campers, pontoon rides, etc.
15. Assist with transportation of campers and staff.
16. Participate in and encourage attendance at staff devotions, outings, and worship services.
17. Function as part of the leadership team.
18. Assist with maintaining of your assigned lodging, (i.e., lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time).
19. Submit evaluation assessments for Aquatic staff (mid & end of summer).

20. Uphold the mission of the Salvation Army and Northwoods Camp while employed at camp.
21. Learn the likes/dislikes of each camper.
22. Learn the names of each camper in your care by the end of the first day.
23. 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.
24. Help campers unpack and make sure each has all basic necessities for clothing and personal hygiene. Report any problems to the Head Counselor immediately.
25. Review cabins rules with campers on opening day.
26. Instruct campers in emergency procedures such as fires, storms, and missing campers on opening day.
27. Prepare and lead devotions with your cabin side each night, based on the theme of the day using materials provided.
28. Ensure that all campers shower every day and wear fresh clothes, as possible.
29. Ensure that all campers awake on time and wear clothing appropriate to the day's activities.
30. Ensure that camper receive any daily medications and treat camper injuries following camp procedure.
31. Teach cleaning techniques to campers and assign them specific responsibilities during daily cabin clean-up time.
32. Participate with campers during all activities, including those that are messy or wet.
33. Encourage campers to participate and try new things.
34. Celebrate camper successes and encourage campers to try again when they fail.
35. Prepare and lead a counselor-directed-activity each day, in partnership with your co-counselor.
36. Recognize and take advantage of teachable moment's everyday.
37. Sit with and be attentive to campers during meals.
38. Lead campers in grace before each meal and teach proper table manners.
39. Lead your cabin in cleaning up after meals.
40. Serve as a lookout when on duty at the pool on a rotating basis.
41. Teach at least one special clubs or badge class utilizing the skills listed on your camp application. If you do not volunteer, a club or emblem class will be assigned to you.
42. Help campers place their participation in village-wide or camp-wide programs, special events, and activities.
43. Sleep-out with your cabin as assigned.
44. Use unstructured time to engage campers in meaningful conversation.
45. Be proactive in managing camper behavior following materials received during orientation.
46. Recognize and respond to opportunities for problem solving in the group.
47. Look for ways to enable each camper to experience success during camp.
48. Provide opportunities for discussion on individual or group problems or concerns.
49. Help each participant meet the goals established by the camp for camper development.
50. Carry a first aid kit at all times and ensure that it is properly stocked.
51. Carry out established rules enforcing camp safety regulations.
52. Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, sportsmanship, and table manners.
53. Prepare campers evaluations for each session and camper survey as assigned.
54. Encourage respect for personal property, camp equipment, and facilities.
55. Encourage individuality and creativity in campers.
56. Help participants develop a sense of fair play, accepting both winning and losing graciously.
57. Encourage understanding and sensitivity to the natural environment.
58. Accept other related duties and assignments as given.

Additional Responsibilities:

1. Assist with orientation as assigned.
2. Assist with dismissing staff for session breaks.
3. Assist with opening and closing day procedures.
4. 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, 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. Attend required staff meetings, and activities and outings.
8. Immediately bring criticisms and concerns to your immediate supervisor.
9. Be in accord with camp aims and policies being loyal to camp at all times.
10. Evaluate current season and make suggestions for the following season.
11. Respond positively to the direction of the Program Director when he/she makes schedule changes.
12. Assist where needed for the benefit of the campers and the smooth operation of camp.
13. These are not the only duties to perform. 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.**

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