



Camp Counselor Job Description

Position Overview:

The HopeWood Outdoors Camp Counselor shall be responsible for carrying out program assignments and supervisory responsibilities of children at youth programs and program leadership for families.

The HopeWood Outdoors Camp Counselor shall be responsible for leadership and mentoring of campers, providing a safe, enriching, joyful and Christ-centered experience for campers, consistent with HopeWood Outdoors policies and procedures and the teachings of the ELCA.

Qualifications:

1. A commitment to the Christian faith and a willingness to live out your faith in word and action. A willingness to teach campers and instruct and mentor staff in ways that are consistent with the teachings of the Evangelical Lutheran Church in America.
2. A desire to work in outdoor ministries and to make campers the number one priority for the summer.
3. Willingness and ability to perform a wide variety of functions and help wherever is needed.
4. A high school graduate and a minimum of 18 years old.

Reports to: Associate Director at HopeWood Pines or Program Director at HopeWood Shores

Responsibilities:

1. Hospitality
 - a. Create a hospitable atmosphere and presence for all guests of HopeWood Outdoors.
 - b. Look for ways to make campers, parents, and volunteers feel welcomed, meet their basic needs, and try to anticipate other needs.
 - c. Interact with guests (campers, retreats, camper parents) in a friendly and accommodating manner.
 - d. Interact with staff in a friendly and accommodating manner.
2. Camp Spiritual Life
 - a. Ability, confidence, and knowledge to lead a small group of youth campers in daily Bible study, consistent with ELCA teachings.
 - b. Pray in small and large group settings.
 - c. Attend and participate with campers in all scheduled worships, devotions, and campfires.
 - d. Express your faith through actions of forgiveness, servanthood, love, grace, honesty and stewardship.
 - e. Share your own personal faith stories with campers.
 - f. Pursue your own spiritual growth by praying daily, fully entering into worship, fully giving of yourself in Christian service, and challenging yourself to find God's blessings in nature and people.

3. Health and Safety

- a. Abide by HopeWood Outdoors policies and procedures.
- b. Fulfill the responsibility for the safety of the campers.
- c. Make sure you and campers understand and put into practice the camp rules and emergency procedures. (Share the camp rules with campers on the first day.)
- d. Review and pay attention to special camper needs and concerns. With youth campers (with assistance of other staff), be prepared to accommodate special concerns such as diet restrictions, bed wetting, physical disabilities, emotional and behavioral problems, etc. Know youth campers in your cabin group medication schedule and ensure that they receive medications from the health center manager as scheduled.
- e. Report all camper injuries and illnesses to camp health center manager at HopeWood Pines or to the Program Director at HopeWood Shores.
- f. Identify and report all potentially unsafe conditions to the appropriate staff people.

4. Small Group Dynamics and Camper Supervision

- a. Sit with campers at camp gatherings (meals, worship, campfires, evening programs, etc.).
- b. Involve campers in planning their week by giving them choices through program components.
- c. At HopeWood Pines be an active and ongoing participant in cabin group, continually both day and night. Take time every day to evaluate with your group how things are going and encourage participation.
- d. At HopeWood Pines effectively facilitate quiet times with youth campers.
- e. At HopeWood Pines end each day with campers.... praying, talking, affirming.... making sure they fall asleep knowing you care and are there for them.

5. Regular Community Living Responsibilities at HopeWood Pines with youth campers

- a. Work with campers every day to clean the cabin and organize belongings.
- b. Participate with campers in a camp service project and/or helping with dining hall responsibilities including setting tables and meal clean-up.
- e. Make sure campers practice good hygiene throughout the week; brushing teeth, showering, changing cloths, washing hands before eating, etc.
- f. Eat with campers; encouraging good table manners and pleasant conversation.

6. Regular Community Living Responsibilities at all Camps

- a. Take responsibility for camp and personal property; turning off lights, picking up litter, returning equipment to where it belongs, treat equipment with care, etc.
- b. Be present and on time for all staff meetings.
- c. Be responsible for helping clean the camp at the beginning and end of each session.
- d. Eat with campers; encouraging pleasant conversation

7. Communication

- a. Spend time every day making sure you talk to campers; at youth camps take time to talk with each camper assigned to you.
- b. Listen actively when campers share with you.

- c. Spend time sharing your own appropriate personal experiences from school, friends, family, church, work, etc.
- d. Encourage campers to try new activities to help them challenge themselves and overcome fears.
- e. Communicate and support the ministry of HopeWood Outdoors with guests and staff.

8. Teaching and Leading - Skill Development

- a. Teach creative Bible studies (Discovery Time).
- b. Lead singing and games.
- c. Teach programming that encourages development of life skills, creativity, and/or awareness of current issues.
- d. Lead, and help campers to lead, worships, devotions, campfires, etc.
- e. Work with other staff to teach water safety, crafts, nature, and/or garden activities.
- f. When appropriate, facilitate a scheduled overnight experience that includes outdoor living skills.
- g. Provide opportunities for campers to discover their own personal gifts.

9. At HopeWood Pines and HopeWood Connect Counselor Relationship with the Parents/Guardians of the Campers

- a. Meet and talk with the parents of campers on the first day of camp.
- b. Visit with each parent on the closing day.
- c. When necessary, provide camper updates to parents or guardians.

10. Staff Assignments

- a. Counselors may rotate into other areas
 - At HopeWood Shores - HopeWood Pines and HopeWood Connect as needed
 - At HopeWood Pines – Residential programs and HopeWood Connect and Amazing Grace Day Camps
 - At all camps other camp areas - kitchen, maintenance, housekeeping
 - All staff will need to be flexible and willing to change job assignments as the need arises throughout the summer.
- b. Staff may be scheduled to work retreats on weekends or during the week.
- c. Staff may be asked to take time off when there are more staff members necessary for the number of registered campers.

11. General

- a. Participate fully in the total camp experience.
- b. Assist with beginning of the season and end-of-the summer duties.
- c. Adhere to and assist with implementing and monitoring all camp policies and procedures related to health, safety, environmental ethics and personnel.
- d. Respectable behavior and representation of HopeWood Outdoors is expected at all times.
- e. Complete other duties as required.

Essential Job Functions:

1. Understand and implement safety regulations and procedures.
2. Communicate with people in person; to identify and respond to safety and environmental hazards and to inform guests and staff.
3. Endurance to work long hours.
4. Navigate camp terrain.

Classification:

Salaried, Temporary, Contingent

(Revised 1/23)