

Black Rock Retreat Summer Camp Job Description

POSITION: Summer Program Facilitator

RESPONSIBLE TO: Summer Camp Director

OVERSEES: Program Staff

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth and young adults.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy of ministry and policies and desires to serve the Lord following our motto, "To Know Christ And Make Him Known."

Specific Qualifications:

1. Is at least one year out of high school and a minimum of 18 years of age.
2. Preferably holds or is working on a B.A. degree in Youth Ministry, Camping, Recreation, Social Work, Education, or related field of study.
3. Has strong organizational abilities while paying attention to detail and planning ahead.
4. Has significant experience in leading, programming, ministering, and relating to youth and young adults.
5. Has experience in leading, programming, ministering, and relating to youth ages 7-17 and post-high young adults.
6. Is a people person who enjoys and has a good rapport with youth and can relate well to staff, campers, parents, and the public.
7. Exhibits creativity in planning, programming, and leading activities for youth.
8. Is able to be an "up front" person speaking in front of small and large groups.
9. Has sound judgment, good decision making abilities, and able to stay calm and think clearly in emergency situations.

General Responsibilities:

1. Assist with setting up and facilitating any program related activities as directed by the Program Director.
2. Be flexible and available to stay later on Saturdays and arrive earlier on Sundays than the rest of the summer staff in order to be prepared for the next week.
3. Attend staff meetings, devotions, vespers, and all camp activities.

4. Be self-motivated, a self-starter, and foresee areas where you can help out.
5. Assist in the afternoon and evening Snack Shop as requested.
6. Be the cabin inspector when assigned by the Program Director.
7. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless otherwise responsible.
8. Assist a cabin with supper preparations on cabin campout night or make rounds as necessary.
9. Bring staff issues, conflicts, or concerns to the attention of the Summer Camp Director and assist in handling these problems in cooperation with the Summer Camp Director.
10. Attend Leadership Staff meetings as scheduled.
11. Enforce all camp policies, guidelines, philosophies, and procedures.

Specific Responsibilities:

1. Assist the Summer Camp Director with planning and implementing Pre-Camp Training including teaching and leading training sessions as assigned by the Summer Camp Director.
2. Assist the Program Director in the planning, setting-up, officiating, and cleaning up of all camp activities, special events, games and Vespers programs. Lead these activities as needed.
3. Assist in being responsible for the 24-hour supervision of the summer staff and the running of the entire summer camp program.
4. Supervise, coordinate, and encourage the program staff for the purpose of facilitating spiritual growth in individuals through the program.
5. Assist the Program Director in the planning, scheduling, and implementing of the daily & weekly program for the 9 weeks of camp.
6. Oversee the morning classes program. Attend all classes weekly of the "teaching" program staff (Program Assistants, Crafts Director, Drama Director). Fill out a class evaluation form each week to give encouragement and constructive feedback on their performance.
7. Ring the bell in-between classes and help with set-up, or tear down of classes as needed.
8. Oversee the CC Adventure (Counselor/Cabin) time each week. Take requests from counselors a few days in advance and schedule them. Assign P-staff to help where needed and help with set-up and tear-down.
9. Be the immediate back-up for the Program Director or any teaching program staff if they become sick, injured, or unable to perform their duties. Be flexible and willing to do any program job where there is a need.
10. Meet one-on-one with assigned program staff for at least 15 minutes every week to encourage and challenge them and see how things are going for them physically, spiritually, and emotionally. Take prayer requests and pray for them regularly.
11. Make announcements and initiate transitions when assigned or in the absence of the Program Director.
12. Assist in the registration line on Monday mornings where most needed.
13. Plan weekly theme events with Program Director and/or program staff.
14. Oversee the organization of all summer camp equipment and see that it is kept in good repair. Keep the Rhode storage room, program storage, and skit closet in order.
15. Implement the vision for Teen Week Laud given by the Men's/Women's Director.
16. Plan and run Special Week late nights for staff. Set up for any other late nights if delegated by the Men's/Women's Directors.