

Black Rock Retreat Summer Camp Job Description

Position: Women's Director

Responsible To: Summer Camp Director

Oversees: Female Counseling 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 and policies and desires to serve the Lord by 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 significant experience in leading, programming, ministering, and relating to youth and young adults.
4. Is a people person who enjoys and has a good rapport with youth and can relate well to staff, campers, parents, and the public.
5. Has sound judgment, good decision making abilities, and is able to stay calm and think clearly in emergency situations.
6. Possesses a strong ability and desire to build relationships with the female staff to support, encourage, challenge and cultivate spiritual growth.

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. Meet one-on-one with female counselors ideally once a week, or at least once every two weeks, 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.
2. Work with the Men's Director to supervise and oversee the counseling staff.
3. Assist the Summer Camp Director with Pre-Camp Training including teaching and leading training sessions as assigned by the Summer Camp Director.
4. Assist in being responsible for the 24-hour supervision and safety of all campers (particularly girls) and summer staff (specifically female).
5. Supervise, disciple, and encouraging summer staff. i.e. run staff meetings when delegated, minister to male staff, work through staff conflicts, etc.
6. Work with the Men's Director to supervise and oversee the counseling staff.
7. Assist the Summer Camp Director with Pre-Camp Training including teaching and leading training sessions as assigned by the Summer Camp Director.
8. Assist in being responsible for the 24-hour supervision and safety of all campers (particularly girls) and summer staff (specifically female).
9. Supervise, disciple, and encouraging summer staff. i.e. run staff meetings when delegated, minister to male staff, work through staff conflicts, etc.
10. Assign campers to specific cabins for the upcoming week and turn into the Registrar each Thursday.
11. Handle camper problems (discipline, homesickness, etc.) that are brought to you by the female counselors. If you need help or discern additional steps need to be taken, involve the Summer Camp Director.
12. Handle and/or refer any staff problems or conflicts to the Summer Camp Director.
13. Be available to help counselors with cabin discussions and Bible class preparations.
14. Dismiss cabins from Vespers and be available to the female cabins each night.
15. Plan special late night events for the female staff on occasion and periodically visit their cabins for fellowship and prayer.
16. Along with Men's Director, create a vision for Teen Week Laud and turn over program and set-up duties to the Program Facilitator.
17. Run the cabin assignment table with the Men's Director on Monday mornings.
18. After registration each week, call any campers/parents who did not show up and fill any openings by calling down the waiting list.
19. Make sure counselors are following the Child Protection Policy in their interactions with campers.