

Concord Church Position Description
Job Title: Summer Day Camp Counselor
Reports to: Summer Camp Manager
Updated: June 1, 2017
Exempt (Seasonal/Recreation Exemption)

General Summary

The Summer Day Camp Counselor is a full-time seasonal position (May – August). This position is responsible for planning, teaching, coordinating, carrying out activities, and guiding campers (K – 5th graders) in their personal growth and daily living skills.

The Summer Day Camp Counselor exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Assists in the direction, supervision, and organization of campers, within their groups and throughout the camp.
- Applies basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
- Understands and implements all safety guidelines and rules.
- Participates in the development and implementation of camper program activities by leading, teaching, or assisting with activities.
- Assists with programs in areas and environments such as outdoor activities, field trips, indoor camp activities, arts and crafts, etc.
- Assists in creating a progression of activities within the framework of both individual and group interests/abilities.
- Supervises campers at all times.
- Maintains high standards of health and safety in all camper activities and staff interaction.

- Ensures all children are clean (faces, hands, clothes, etc.) and that they receive medications as directed by the Health Care Manager.
- Alerts supervisor of equipment and facilities that are unclean, unsafe, or in need of repair.
- Alerts supervisor about campers' personal and/or health problems.
- Provides parents with appropriate feedback and information as needed for their campers to have successful camp experience.
- Sets a good example to campers, parents, and the community with respect to general camp procedures, sanitation, scheduling, and sportsmanship.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

Supervisory Responsibilities

This position is an individual contributor role with no direct reports.

Education and Experience

This position requires a minimum of a high school diploma or GED.

Previous childcare experience is preferred but not required. Must be adult and child CPR, first aid, and AED certified within 30 days of hire.

Physical Requirements

An employee in this position primarily works in a typical day camp environment, which includes indoor, outdoor, and field trip activities. An employee in this position is required to walk, hear, speak, and stand to interact with children, parents, staff, members, and volunteers. Must be able to lift up to 50 pounds and crouch, crawl, and kneel to assist children. Manages activities that require walking, running, throwing, and kicking in all weather conditions. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

Field trip travel is required for this position.

Concord Church Membership

This position is not required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.