

**Dakotas-Minnesota Area United Methodist Camp and Retreat Ministries**  
**Job Description**

Job Title: **Volunteer Camp Counselor**  
Classification: **Nonexempt, Volunteer**  
Reports to: *Site Director*

Position Purpose:

Volunteer camp counselors are the primary caregivers for each camper. The volunteer camp counselor works closely with the camp dean and site director and helps in the planning, teaching, coordinating, and carrying out activities and guiding campers in their personal and spiritual growth and daily living skills.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - ♦ Assure campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading and assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
- ♦ Assist in program areas such as waterfront activities, nature exploration, group games, arts and crafts, and other camp activities as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Provide for the daily care of each camper within your supervision including recognition of personal health needs.
  - ♦ Ensure that campers receive their medications as directed by the camp health care manager.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health care manager and/or site director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, maintenance, and safety is adhered to; report needed repairs promptly to site director.
4. Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers and others in regards to general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - ♦ Embody **“open hearts”** – experiencing the grace of God in a real and tangible way.
  - ♦ Embody **“open minds”** – allow for questions, dialogue, and diverse opinions.
  - ♦ Embody **“open doors”** – everyone is welcome, included, respected and accepted as a beloved child of God.

#### Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

#### Qualifications:

- ♦ Committed to the mission and values of The United Methodist Church.
- ♦ Must be 18 years of age or high school graduate.
- ♦ Must register **online** for camp no later than two weeks prior to the start of camp.
- ♦ Must complete all required forms **online** prior to first day of camp.
- ♦ Ability to interact with all age levels.
- ♦ Ability to accept supervision and guidance.
- ♦ Possess good character, integrity, adaptability, enthusiasm, flexibility, sense of humor, patience and self-control.

#### Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrate knowledge and skill in designated camp program areas.

#### Physical Aspects of the Job:

- ♦ Ability to communicate and work with participating groups (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some of the physical requirements of a volunteer camp counselor could be, but are not limited to,

- ♦ Endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
- ♦ Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- ♦ Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- ♦ The ability to lift up to 50 pounds.
- ♦ Willing to sleep in a camp setting and work irregular hours with limited or simple equipment and facilities.
- ♦ Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.