



# Camp Administrator Job Description

This is a description of duties and standards of performance for the role of Camp Administrator at Camp Mardela, Denton, and is to be included as part of the employment agreement between the Camp Mardela Inc. Board of Directors and the Administrator of Camp Mardela.

## JOB TITLE

Administrator, Camp Mardela

## FUNCTION

To develop, facilitate, coordinate, and promote the camping and retreat/conference programs and outreach ministry of Camp Mardela, and to supervise and oversee the camp's development and operation.

## LINE OF AUTHORITY

Responsible to the Camp Mardela Board of Directors.

## REPORTABILITY

Make verbal reports at Camp Board meetings and to the Mid-Atlantic Church of the Brethren District as requested, including an annual report at the district conference. Meet annually with the Camp Board at its Incorporation Meeting retreat to review employment, position description, and fulfillment of the duties listed in the position description. All persons employed by Camp Mardela and all volunteers are reportable to the Administrator.

## ACCOUNTABILITY

To the Camp Mardela Board. The Administrator will be responsible for connecting to the Church of the Brethren Outdoor Ministry Association and sharing information with other paid and volunteer colleagues within the Church of the Brethren camping program.

## QUALIFICATIONS

- Bachelor's degree or appropriate certifications
- At least two prior seasons of administrative or supervisory experience in an organized camp
- Knowledge and understanding of the American Camping Association (ACA) core competencies
- Must be at least 25 years of age
- Be a member of the Church of the Brethren or have an appreciation and understanding of Brethren beliefs and values

## PROGRAM RESPONSIBILITIES

1. Be responsible for day-to-day decision-making and supervision of the program and staff
  - a. Hire summer staff as needed
  - b. Train and supervise the weekly volunteer summer program directors
  - c. Develop and implement training for all summer staff, both paid and volunteer



- d. Consider opportunities for longer-term volunteer staff through Brethren Volunteer Service, Ministry Summer Service, the Bridgewater College summer intern program, etc., and provide orientation and supervision for any such staff
  - e. Recruit, train, supervise, and secure leadership/staff for age-group retreats, Family Camp, and other programs as needed
2. Plan and implement program with the approval and input of the Camp Board
  - a. Present for approval the annual program calendar (including summer schedule) and related details to Camp Board by December of each year
  - b. Secure leadership for music, nature, crafts, recreation, and other support staff as needed for summer program and other events
  - c. Assist directors in locating volunteer counseling staff
3. Maintain existing programs where appropriate and develop and evaluate potential new programs that advance the mission of Camp Mardela and provide additional revenue-producing opportunities

### MARKETING RESPONSIBILITIES

1. Develop and implement a marketing plan with the input and approval of the Camp Board
  - a. Develop/revise, produce, and distribute an annual promotional brochure for Camp Mardela
  - b. As time and money allow develop, produce, and distribute audio-visual promotional materials
  - c. Provide updates for the Camp Mardela website and ensure its ongoing maintenance
  - d. Develop and implement use of other media and communication vehicles as appropriate
2. Promote and interpret the program to the Church of the Brethren congregations
  - a. Connect with and/or visit all Eastern Shore congregations and other groups annually
  - b. Prepare Camp Mardela display for Mid-Atlantic District Conference
  - c. Encourage use of the camp by the district's churches
  - d. Assist the board with camp fundraisers, particularly the annual auction and camp supper
  - e. Plan, with the board, an annual Camp Appreciation Day
3. Promote use of facility and site to other groups, agencies, and programs
  - a. Develop/maintain a mailing list for annual promotion
  - b. Speak to community organizations, businesses, and other denominations about the site, programs, and facilities as possible or as requested
  - c. Build community partnerships that might be useful to the camp's ongoing ministry
  - d. Distribute promotional material throughout the community to potential users
4. Develop a robust plan of communication
  - a. Communicate necessary information to others who may be affected by a decision or action, even when not directly reportable or responsible to those persons
  - b. Develop and maintain a crisis communication plan
  - c. Maintain strong, open lines of communication with all of the camp's stakeholders and partners



### SITE RESPONSIBILITIES

1. Oversee the development of site and facilities as planned with the Camp Board
  - a. Maintain accurate drawings of the camp facilities, utilities, cutoffs, etc.
  - b. Take primary responsibility for carrying out the camp's long-range plan in coordination with the Camp Board
2. Oversee the general operation of site and facilities
  - a. Develop, and revise as needed, policies and procedures required by government agencies and the ACA
  - b. Maintain licenses and permits required by government agencies and the ACA
  - c. Make sure all facilities (waterfront, other recreation, etc.) are operated within appropriate government agency and ACA guidelines
  - d. Be attentive to unauthorized use of the camp property
3. Oversee maintenance of site and facilities
  - a. Develop a program of regular preventative maintenance, including setting up and maintaining appropriate files and records
  - b. Ensure the facilities are in good working order
  - c. Ensure that camp vehicles are maintained and kept in good working order
  - d. Supervise and coordinate with maintenance personnel, both paid and volunteer
4. Coordinate the use of facilities and needs of host rental groups
  - a. Coordinate schedules for all facilities and maintain a camp usage calendar
  - b. Develop and implement rental agreements for user groups
  - c. Assure that facilities are ready for use prior to arrival of groups
  - d. Provide for greeting visitors and groups, orienting them to the facilities
  - e. Advise user groups of camp policies and procedures.

### ADMINISTRATIVE RESPONSIBILITIES

1. Supervise and assist the treasurer
  - a. Review funds and deposits monthly; assist treasurer with regularly scheduled financial reports to the Camp Board, etc.
  - b. Ensure that all bills are paid in a timely manner and be a good steward of camp resources
  - c. Establish relationship with accounting services and arrange annual audit & review
  - d. See that registration funds and fundraiser proceeds are counted and deposited
  - e. Conduct capital campaigns in coordination with the Camp Board when needed
2. Establish annual budget in cooperation with the Camp Board's Finance Committee, with final approval from the Camp Board
3. Set fees for use of facilities and programs with final approval from the Camp Board
4. Work with the Camp Board to develop and recommend appropriate long-range plans
5. Work with Camp Board to develop and maintain policies and procedures for health, safety, and risk management
  - a. Continuously evaluate and update all policies, procedures, written materials, and staff training guidelines in accordance with ACA standards
  - b. Arrange for annual inspection of fire equipment by a qualified professional
  - c. Develop and implement a plan for handling hazardous materials



- d. Develop and carry out policies and procedures related to prevention of child abuse
  - e. Ensure appropriate medical personnel are present for summer camp programs, and that all medical forms and registrations are handled according to HIPAA regulations
6. Provide insurance coverage for participants in programs and activities as necessary
  - a. Prepare written reports to insurance companies for annual camper insurance, workers compensation, and liability insurance
  - b. Work with insurance agents to update and revise policies as needed
7. Oversee and care for operations of the camp office
  - a. Care for phone calls and answer messages as needed
  - b. Answer emails in a timely fashion; sort mail and respond as needed
  - c. Welcome guests and visitors to the camp
  - d. Process registrations and prepare camper/retreat participant lists
8. Employ persons, supervise, and, when necessary, terminate employed staff—including maintenance, kitchen, and other staff
  - a. Provide written job description for all employed and volunteer staff
  - b. Maintain staff records and verify licenses and certifications, doing background checks as needed
  - c. Provide for training and evaluation of all employed staff
  - d. Develop work plans and coordinate schedules as needed
9. Serve as ex-officio to Camp Board and sub-committees and as liaison to Mid-Atlantic District
  - a. Attend Camp Board and sub-committee meetings and district meetings as requested
  - b. Assist Camp Board and sub-committee chairs with development of agendas
  - c. Provide information and reports as requested
10. Maintain professional and denominational ties, keeping current with trends and policy changes, as well as participating in professional growth experiences
  - a. Maintain the camp's accreditation with the ACA and attend ACA training and conferences to stay current with camping policies and regulations
  - b. Maintain membership in the Church of the Brethren Outdoor Ministries Association (OMA)
  - c. Attend OMA Directors and Managers Conference each year (typically in November)
  - d. Attend Church of the Brethren Annual Conference when schedule allows and funds are available
  - e. Participate in at least one continuing education training event each year (five hours), and a major event (retreat, conference, etc.) every third year
  - f. Serve on other committees related to OMA as time allows, with approval from Camp Board



## Camp Nurse Job Description

### FUNCTION

To serve as the primary medical person in charge of HealthCare and medical history review of campers and staff, promote the health and safety of campers through the administration of camper medications, using first aid skills to care for medical issues that arise, and keep record of incidents.

### LINE OF AUTHORITY

Responsible to the Camp Administrator

### REPORTABILITY

Camp Nurse is required to report camper health information to counselors and staff as it affects their ability to provide the campers with quality care. At the end of each program, the Camp Nurse will return health forms to the Camp Administrator. At the end of the summer, the Camp Nurse will report necessary incidents to the Maryland Department of Health that are required, and will return the health log to the Camp Administrator.

### QUALIFICATIONS

- A strong Christian Faith.
- Must be at least 21 years of age
- Exhibit a cooperative spirit and commitment to the team effort at Camp Mardela
- Must have valid First Aid, CPR, and CMT certification at minimum
- Acceptance of Camp Nurse responsibilities

### ACCOUNTABILITY

The Camp Nurse is responsible to the Administrator.

### RESPONSIBILITIES

1. Registration
  - a. Be present at registration to collect and check Health Forms are all
    - i. signed by a parent or guardian
    - ii. completed within 6 months of camp attendance
    - iii. record past medical treatment, immunizations, and allergies
    - iv. describe health conditions that may require special considerations
    - v. have signed permission for camp to seek necessary emergency medical treatment
  - b. Make special notes of medications, treatments, dietary restrictions, allergies, and/or physical limitations on the Health Forms
  - c. Medically screen each camper and staff according to the standing order guidelines.



- d. Notify camper's counselor and if necessary the Director of any medications or limitation
  - e. Notify the kitchen staff of any food allergies or dietary restrictions of campers
- 2. Daily Health Responsibilities
  - a. Be on camp property at all times during day and overnight programs, or on call at all times
  - b. Keep medications under lock and key and administer as prescribed
  - c. Perform duties assigned by the camp physician according to the standing orders. Any deviation from the standing orders must be in consultation with the camp physician
  - d. Place orders for First Aid Supplies through the Administrator
  - e. Keep inventory of infirmary supplies and keep in clean, working order
  - f. Provide continual supervision of those in the infirmary
  - g. Maintain and restock all First Aid Kits
- 3. Record Keeping Responsibilities
  - a. Keep legal record in bound volume of every treatment administered.
  - b. Maintain a list of staff/volunteers with First Aid, CPR, and other health certifications. Call on one of these persons as needed, especially if Camp Nurse is off camp property
  - c. Maintain accurate, up-to-date permanent medical file of all campers and staff persons, including health examination, health forms, release forms, and waivers if they apply.
  - d. Keep a list of emergency numbers on hand at all times.
  - e. Review Camp Mardela's Health Care Plan and make suggestions
- 4. Emergency Health Responsibilities
  - a. Fill out insurance forms and be sure the Director is aware of any persons leaving for medical reasons
  - b. Make emergency calls to parents and emergency personnel as laid out in the emergency contact procedures

### BENEFITS

- 1. Room and board provided from the start of staff training until 2 days after the final day of camp
- 2. Evenings off, but you are always "on call"
- 3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
- 4. Bi-monthly summer salary



## Food Service Supervisor Job Description

### QUALIFICATIONS

1. A strong Christian Faith.
2. Must be at least 18 years of age
3. High level of responsibility and a positive mental attitude.
4. Skills and certifications in food prep, sanitization, and personnel supervision
5. Willingness to serve others in a friendly and efficient manner.
6. Willingness to sometimes tackle the unpleasant.

### ACCOUNTABILITY

The Food Service Supervisor is responsible to the Administrator.

### FUNCTION

To actively prepare and delegate kitchen responsibilities, keep the kitchen well stocked with necessary food and supplies, and keep the kitchen and dining area clean.

### RESPONSIBILITIES

1. Preparing the menu for the summer program
2. Ordering necessary food items for the established menu
3. Keep kitchen well stocked with necessary supplies and appliances in good working order
4. Organize kitchen staff and delegate jobs needed to prepare meals for campers
5. Keep kitchen clean and organized
6. Handle personnel conflict directly when they may arise
7. Arrive Sunday early enough to move in, prepare kitchen and dining area for campers' first meal
8. Help with end of week clean-up kitchen and dining areas
9. The Food Service Supervisor is responsible for the delegation of food preparation for all meals, but must be present in the kitchen for at least 8 hours each day to oversee and direct kitchen activity

### BENEFITS

1. Room and board provided from the start of staff training until 2 days after the final day of camp
2. Evenings off
3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
4. Bi-monthly summer salary

# Waterfront Manager Job Description

## QUALIFICATIONS

1. Must be at least 18 years of age
2. Experience in the areas of lifeguarding, canoeing, and kayaking within the past 3 years.
3. Must have current training certification from American Canoe Association, or equivalent recognized organization
4. Must have current American Red Cross Lifeguard Training, Advanced Lifesaving, or equivalent recognized organization

## ACCOUNTABILITY

The Waterfront Manager is responsible to the Administrator.

## RESPONSIBILITIES

1. Equipment Maintenance
  - a. Oversee maintenance and repair of Personal Floatation Devices (PFD's), canoes, kayaks, and paddles
  - b. Clean and organize storage areas for swimming and boating equipment.
2. Safety Instruction
  - a. Review waterfront safety regulations and enforce these regulations during swimming, canoeing, and other waterfront activities.
  - b. Provide safety instructions to groups before use of the swimming pond or the boats.
  - c. Conduct necessary swim tests and water safety tests for groups using the applicable facilities.
3. Activity Supervision
  - a. Report to camp by Sunday afternoon to help with camp registration.
  - b. Report daily during swim times and boating times for campers throughout the week
  - c. Actively supervise all waterfront activities, including use of the swimming pond and the boats, as well as off-camp trips involving waterfront activities.
  - d. Enforce use of Personal Flotation Devices by all campers and staff during canoeing or other boating activities, or in any situation deemed appropriate
4. Emergency Responsibilities
  - a. Perform emergency procedures when necessary when the circumstance arises during waterfront activities.
  - b. Maintain emergency waterfront equipment and First Aid supplies

## BENEFITS

1. Room and board provided from staff training until 2 days after final day of camp
2. Evenings off, but you are always "on call"
3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
4. Bi-monthly summer salary





## Lifeguard Job Description

### QUALIFICATIONS

1. Must be at least 15 years of age
2. Experience in the areas of lifeguarding, canoeing, and kayaking within the past 3 years
3. Must have current American Red Cross Lifeguard Training, Advanced Lifesaving, or equivalent recognized organization.

### ACCOUNTABILITY

The Waterfront Manager is responsible to the Administrator.

### RESPONSIBILITIES

1. Aid in equipment maintenance, cleanliness, and repair
2. Aid in reviewing boating and swimming rules and enforce rules
3. Aid in administering necessary swim and water safety tests for campers and groups
4. Report to camp Sunday afternoon to help with camp registration
5. Report daily during scheduled swim and boating times as assigned by the Waterfront Manager and/or the Camp Administrator
6. Actively supervise aquatic activities during scheduled times
7. Perform emergency rescue and First Aid/CPR procedures as needed during waterfront activities
8. Ensure proper storage and use of emergency equipment
5. Activity Supervision

### BENEFITS

5. Room and board provided from the start of staff training until 2 days after final day of camp
6. Evenings off, but you are always "on call"
7. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
8. Bi-monthly summer salary



## Maintenance Job Description

### QUALIFICATIONS

- Must be at least 15 years of age (absolute minimum).
- High level of responsibility and a positive mental attitude.
- Skills in the areas of general maintenance and groundskeeping.
- Willingness to serve others in a friendly and efficient manner.
- Willingness to sometimes tackle the unpleasant.

### ACCOUNTABILITY

Maintenance staff are responsible to the Administrator.

### FUNCTION

To actively participate in the maintenance and upkeep of Camp Mardela's buildings and grounds and work to keep each week of camp running smoothly.

### RESPONSIBILITIES

1. Krabill Hall
  - a. Clean-up after each meal and snack
  - b. Wash dishes and reset tables; put away serving dishes in kitchen
  - c. Drain and clean dishwasher regularly
  - d. Keep the dish room clean (Health Dept. inspects)
  - e. Empty food scraps every day and scrub scrap bucket
  - f. Sort recycling and place in appropriate containers
  - g. Empty all trash cans in the hall and kitchen daily
2. All Camp Grounds
  - a. Empty trash cans, sweep and mop as needed
  - b. Keep Bath House stocked with paper products and cleaning supplies
  - c. Keep all flammables and hazardous materials, such as cleaning agents, weed killers and insecticides properly labeled, locked, and away from food
  - d. Arrive Sunday early enough to move in and help with registration tables.
  - e. Help with end of week clean-up in all buildings
    - i. Bleach/acid cleaning in bathhouse
    - ii. Sweep and mop dining hall, kitchen, and king
    - iii. Clean cabins
    - iv. Empty all trash
  - f. Work on daily projects assigned by Administrator or problems that may arise

### BENEFITS

1. Room and board provided from staff training until 2 days after the final day of camp
2. Evenings off, but you are always "on call"
3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
4. Bi-monthly summer salary



## Cook Job Description

### QUALIFICATIONS

1. Must be at least 16 years of age
2. Skills in the areas of food preparation and sanitization.
3. Willingness to serve others in a friendly and efficient manner.

### ACCOUNTABILITY

The Cook is directly responsible to the Food Service Supervisor.

### FUNCTION

To aid in the preparation of meals for campers and keep the kitchen and dining area clean and sanitary.

### RESPONSIBILITIES

1. Adequately prepare and serve three meals a day plus one snack daily
2. Follow the menus prepared by the Food Service Supervisor
3. Record supplies used from the inventory
4. Maintain a kitchen that is clean and available for inspection at all times
5. Keep records of food temperatures and heating/cooling unit temperatures daily

### BENEFITS

1. Room and board provided from the start of staff training until 2 days after the final day of camp
2. Evenings off, but you are always "on call"
3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
4. Bi-monthly summer salary



## Weekly Camp Director Job Description

### QUALIFICATIONS

- Be at least 21 years of age
- Demonstrate a high moral character
- Demonstrate a commitment to Christ
- Have the ability to live as a Christian in daily contact with others
- Have knowledge of age group characteristics and be able to plan program appropriate to the camp experience
- Have knowledge of group processes and their relationship to program implementation
- Have an appreciation for nature and our responsibility to God for the stewardship of it.
- Previous camp leadership is preferred

### ACCOUNTABILITY

The Weekly Camp Director is responsible to Administrator and Camp Mardela Board

### FUNCTION

To operate the day-to-day program elements of a given weekly camp program.

### RESPONSIBILITIES

1. General
  - a. Attend director meetings
  - b. Aid in sharing and publicizing summer programs
  - c. Make a program that implements:
    - i. Goals and objectives of camping at Camp Mardela
    - ii. Facilitates outdoor living in Christian community
    - iii. Includes fun, adventure, cooperative planning, group living, enrichment of relationships, and witness to Jesus Christ as a friend, Lord, and Savior
2. Three months before camp
  - a. Receive summer curriculum materials
  - b. Recruit counselors from local church congregations and other appropriate sources
    - i. Make Administrator aware of volunteers needed for a week of camp
3. Two months before camp
  - a. Develop specific strategies for how to implement the summer curriculum and program objectives of Camp Mardela
  - b. Send a letter/email to counseling staff reminding them to come to the required volunteer training sessions and to complete the required paperwork prior to serving for the summer



- c. Using curriculum materials, make a tentative written outline of program activities you hope to do during your camp session
  - d. Rough out a summer schedule using the outline provided by the Camp Administrator.
4. One month before camp
  - a. Attend volunteer training in June
  - b. Meet with counselors and staff in June to work out details for the camping week.
  - c. Discuss week responsibilities for each volunteer/staff member for your week of camp
  - d. Begin solidifying the camp schedule
5. One week before camp
  - a. Receive list of campers from Administrator and make counselor/cabin assignments
  - b. Send the Administrator a copy of your completed schedule
6. The weekend of the week of camp
  - a. Arrive at camp no later than 2pm on Sunday
  - b. Welcome counselors, junior counselors, and C.I.T's
  - c. Assist counseling staff with a plan on how to use the curriculum in small group time each day
  - d. Allow time Sunday evening for camper orientation
7. During Camp Session
  - a. Direct the activities of all the counselors
  - b. Schedule daily breaks for counselors
  - c. Make announcements as needed during the week
  - d. Distribute mail daily
  - e. Monitor personal and group situations during the week of camp and take appropriate actions according to established guidelines
  - f. In the event of physical abuse of any kind between campers, counselors, or staff, consult with the Administrator immediately

### BENEFITS

1. Room and board provided for the duration of the camp program in the King Retreat Center



## Senior Counselor Job Description

### QUALIFICATIONS

- Be at least 18 years of age
- Demonstrate a high moral character
- Have the ability to live as a Christian in daily contact with others
- Demonstrate a love for children by willingly engaging in a sacrificial investment of time and energy on their behalf
- Demonstrate an ability to work creatively with campers and be open to the guidance and assistance of the weekly directors and Administrator
- Be a team player and possess leadership qualities
- Previous camping experience is helpful but not mandatory

### ACCOUNTABILITY

Staff and volunteers serving as counselors are responsible to the weekly camp directors and the Administrator

### FUNCTION

To oversee the guidance, supervision, and leadership of campers during the week(s) of intentional, short-term, Christian experience. Maintain the health, safety, and emotional and spiritual well-being of campers.

### RESPONSIBILITIES

1. Work with individuals in small groups to achieve the following minimum requirements:
  - a. Working with co-counselor to create a worship experience and an item in art class
  - b. Participation in designated work projects (setting tables, cabin cleaning, etc)
  - c. Responsible participation in group living tasks, small group, and activities
  - d. A Christian resolution of problems and tensions resulting from group life.
2. Training
  - a. Attend planned training programs
  - b. Participate in the planning and implementation of the week camp program.
3. Supervision
  - a. Provide leadership and guidance to a cabin group of 4-8 campers under the leadership of a senior counselor. Serve as a "parent substitute"
  - b. Ensure that the summer camping objectives of Camp Mardela are carried out in all activities
  - c. Carefully supervise the activities of C.I.T's and campers during the camp week.
4. Health & Safety
  - a. Ensure that Camp Mardela's policies are observed



- b. Interpret safety and health regulations and see that they are observed
  - c. Be familiar with Risk Management Procedures and Emergency Procedures as they relate to the counselor's role
  - d. Notify the Director immediately in the event of physical or sexual abuse on site, and alert the Administrator in the event of learned physical or sexual abuse that occurred prior to the camper coming to camp
- 5. Camper Relationship
  - a. Help campers adjust and grow into camp life, including their relationship with counselors, staff, and other campers
  - b. Act as host at the table in the dining room at every meal
  - c. Always maintain appropriate camper - staff supervision ratios, and never be one on one with a camper.
- 6. Program
  - a. Give on-site direction to the group's planned activities as the schedule is lived out during the week
  - b. Direct cabin and small group activities in consultation with co-counselor, other cabins and small groups
  - c. Assist with camp program activities when needed
- 7. Spiritual Responsibilities
  - a. Help to plan, initiate, and oversee a spiritual cabin quiet time to close each day
  - b. Have a rough acquaintance with the curriculum materials to use during the week
  - c. Plan for the spiritual growth of campers through worship, devotions, and Christian living with the co-counselor
  - d. Create opportunities for sharing personal faith and encourage campers to do the same at their level of understanding
  - e. Take initiative to create opportunities to discuss questions and issues relating to Christian living in today's world
- 8. End of Camp
  - a. Help with any end-of-week cleaning duties prior to leaving
  - b. Complete a written evaluation, participate in a closing weekly evaluation



## Junior Counselor Job Description

### QUALIFICATIONS

- Be 16-18 years of age
- Demonstrate a high moral character
- Have the ability to live as a Christian in daily contact with others
- Demonstrate a love for children by willingly engaging in a sacrificial investment of time and energy on their behalf
- Demonstrate an ability to work creatively with campers and be open to the guidance and assistance of the weekly directors and Administrator
- Be a team player and possess leadership qualities
- Previous camping experience is helpful but not mandatory

### ACCOUNTABILITY

Staff and volunteers serving as counselors are responsible to the weekly camp directors and the Administrator

### FUNCTION

To oversee the guidance, supervision, and leadership of campers during the week(s) of intentional, short-term, Christian experience. Maintain the health, safety, and emotional and spiritual well-being of campers.

### RESPONSIBILITIES

1. Work with individuals in small groups to achieve the following minimum requirements:
  - a. at least one experience helping to create a worship experience and an item in art class
  - b. Participation in designated work projects (setting tables, cabin cleaning, etc)
  - c. Responsible participation in group living tasks, small group, and activities
  - d. A Christian resolution of problems and tensions resulting from group life.
2. Training
  - a. Attend planned training programs
  - b. Participate in the planning and implementation of the week camp program.
3. Supervision
  - a. Provide leadership and guidance to a cabin group of 4-8 campers. Serve as a "parent substitute"
  - b. Ensure that the summer camping objectives of Camp Mardela are carried out in all activities
  - c. Carefully supervise the activities of Junior Counselors and C.I.T's during the camp week.





4. Health & Safety
  - a. Ensure that Camp Mardela's policies are observed
  - b. Interpret safety and health regulations and see that they are observed
  - c. Be familiar with Risk Management Procedures and Emergency Procedures as they relate to the counselor's role
  - d. Notify the Director immediately in the event of physical or sexual abuse on site, and alert the Administrator in the event of learned physical or sexual abuse that occurred prior to the camper coming to camp
5. Camper Relationship
  - a. Help campers adjust and grow into camp life, including their relationship with counselors, staff, and other campers
  - b. Act as host at the table in the dining room at every meal
  - c. Always maintain appropriate camper:staff supervision ratios, and never be one on one with a camper
6. Program
  - a. Give on-site direction to the group's planned activities as the schedule is lived out during the week
  - b. Direct cabin and small group activities in consultation with other cabins and small groups
  - c. Assist with camp program activities when needed
7. Spiritual Responsibilities
  - a. Help to plan, initiate, and oversee a spiritual cabin quiet time to close each day
  - b. Have a thorough acquaintance with the curriculum materials to use during the week
  - c. Plan for the spiritual growth of campers through worship, devotions, and Christian living
  - d. Create opportunities for sharing personal faith and encourage campers to do the same at their level of understanding
  - e. Take initiative to create opportunities to discuss questions and issues relating to Christian living in today's world
8. End of Camp
  - a. Help with any end-of-week cleaning duties prior to leaving
  - b. Complete a written evaluation, participate in a closing weekly evaluation



## Counselor in Training Job Description

### QUALIFICATIONS

- Be 14-16 years of age
- Demonstrate a high moral character
- Demonstrate a love for children by willingly engaging in a sacrificial investment of time and energy on their behalf
- Demonstrate an ability to work creatively with campers and be open to the guidance and assistance of the weekly directors and Administrator
- Be a team player and possess leadership qualities
- Previous camping experience is helpful but not mandatory

### ACCOUNTABILITY

Staff and volunteers serving as counselors in training are responsible to their assigned co-counselor, weekly camp directors and the Administrator

### FUNCTION

To train in the guidance, supervision, and leadership of campers during the week(s) of intentional, short-term, Christian experience. Maintain the health, safety, and emotional and spiritual well-being of campers. Learn additional camp operations and skills with the help and supervision of senior staff.

### RESPONSIBILITIES

1. Work with individuals in small groups to achieve the following minimum requirements:
  - a. Participation in designated work projects (setting tables, cabin cleaning, etc)
  - b. Responsible participation in group living tasks, small group, and activities
  - c. A Christian resolution of problems and tensions resulting from group life.
2. Training
  - a. Attend planned training programs
  - b. Participate in the planning and implementation of the week camp program.
3. Supervision
  - a. Provide leadership and guidance to a cabin group of 4-8 campers with senior counselors.
  - b. Ensure that the summer camping objectives of Camp Mardela are carried out in all activities.
  - c. Carefully supervise the activities of campers during the camp week.
4. Health & Safety
  - a. Ensure that Camp Mardela's policies are observed
  - b. Interpret safety and health regulations and see that they are observed



- c. Be familiar with Risk Management Procedures and Emergency Procedures as they relate to the counselor's role
  - d. Notify the Director immediately in the event of physical or sexual abuse on site, and alert the Administrator in the event of learned physical or sexual abuse that occurred prior to the camper coming to camp
- 5. Camper Relationship
  - a. Help campers adjust and grow into camp life, including their relationship with counselors, staff, and other campers
  - b. Act as host at the table in the dining room at every meal
  - c. Always maintain appropriate camper - staff supervision ratios, and never be one on one with a camper
- 6. Program
  - a. Give on-site direction to the group's planned activities as the schedule is lived out during the week
  - b. Direct cabin and small group activities in consultation with other cabins and small groups
  - c. Assist with camp program activities when needed
  - d. Be willing to work in various areas of camp, including maintenance, kitchen, and waterfront
- 7. Spiritual Responsibilities
  - a. Have a rough acquaintance with the curriculum materials to use during the week
  - b. Help plan for the spiritual growth of campers through worship, devotions, and Christian living
  - c. Create opportunities for sharing personal faith and encourage campers to do the same at their level of understanding
  - d. Take initiative to create opportunities to discuss questions and issues relating to Christian living in today's world
- 8. End of Camp
  - a. Help with any end-of-week cleaning duties prior to leaving
  - b. Complete a written evaluation, participate in a closing weekly evaluation