

## POSITION DESCRIPTION

# RELIEF COUNSELOR

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

**Summer Camps have always been a critical piece of the ministry at Camp Caroline. Something significant happens in the lives of children and adults when they have the chance to step away for a week and have a life-giving experience in an exciting new setting. You will play a critical role as a staff member in our mission to foster first steps, next steps, and servant leadership in the lives of our campers and guests. As a Relief Counselor, you will play a vital role in our cohort plan by providing breaks for counsellors by temporarily caring for their cabins.**

**Department:** Ministries

**Reports To:** Cohort Head and Director of Summer Camps

**Term:** 9.5 weeks, fulltime

**Start Date:** June 21, 2021

**End Date:** August 29, 2021

**Compensation:** \$300 / week

### Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following Him
- A member or adherent in an evangelical church
- Ability to adapt quickly. Due to the current COVID pandemic, duties and responsibilities are subject to change at short notice.
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize and plan well
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- 18 years or older at year end
- Availability to work regular and irregular hours
- Good health and stamina
- Completion of reference and background checks

### General Responsibilities:

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence



- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

### **Counseling Responsibilities:**

- **Main Purpose:** To lead campers in the faith journey of becoming a disciple of Jesus Christ, accepting each one at whatever place they may be at spiritually, and helping them grow closer to Jesus Christ through encouraging them in:
  - First Steps – Beginning a life-long journey with Jesus
  - Next Steps – Following Jesus faithfully
  - Servant Leadership – Exemplifying Jesus' love and concern for others
- Live with and lead your campers 24 hours a day
- Be available to give selflessly, patiently, and lovingly to your campers spiritual, physical, mental, and emotional needs
- Promote unity among assigned cabin's campers
- Assist with Sunday registration and Friday sign-out as requested
- Attend and participate in all teaching and worship sessions, activities, and events, unless scheduled otherwise
- Support, encourage, and engage Activity Leaders as you participate with your cabin at activities
- Instruct certain activity sessions in collaboration with other counselors
- Lead activity devotions in collaboration with other counselors
- Lead by example to motivate and encourage campers to be involved in all activities
- Work with other staff to maintain a positive, impactful atmosphere at all activities and events
- Provide support and leadership during cabin times with discernment and grace, showing God's love to your campers in all things
- Ensure a safe environment for your campers by being in your cabin at camper lights out and remaining in your cabin with campers for the duration of the night
- Report problems with campers to their direct counselor, or the Cohort Head as needed
- Support, train, disciple, and give leadership opportunities to Leads assigned to your cabin
- As able assist with weekly Camper Reports and camper Christmas cards

### **Summer Camp Responsibilities:**

- Participate fully in summer staff training, events, and chapels
- Regularly look for ways to extend hospitality and care to campers and guests
- Work consistently to keep Camp Caroline clean and guest ready
- Participate in all summer camp events, and assist with them as required
- Assist with worship teams as desired
- Assist in Sunday camper registration and Friday camper pick-up as assigned
- Attend and participate in all Worship Times, Evening Events, and Campfires
- Work with other staff to foster an effective atmosphere at all summer events and activities

### **Time Management Expectation:**

- Helping lead assigned cabin at activity areas – 50%
- Helping Lead your cabin at other times– 30%
- Assisting other Summer Team staff – 15%
- Staff meetings – 5%



**Key Working Relationships:**

- Cohort Head
- Director of Summer Camps
- Summer Leadership Team
- Summer Staff
- Volunteer Staff