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## POSITION DESCRIPTION

# COUNSELING TEAM LEADER

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.

**A camper's experience at Summer Camp is largely affected by the time spent with their counselor. Our counselors are on the front lines of building relationships, loving on campers and facilitating discussions about God. As one of two Counseling Team Leaders, you will be leading and supporting our counselors through training, supervision, and support.**

**Department:** Ministries

**Reports To:** Director of Summer Camps

**Term:** 13.5 weeks

**Start Date:** May 30, 2022

**End Date:** August 31, 2022

**Compensation:** \$450 / 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
- 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 and an outgoing personality
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular and irregular hours
- Ability to work in adverse weather conditions
- Good health and stamina
- Minimum 18 years of age
- General computer knowledge and ability to use Microsoft Office and other basic software
- 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

**Requirements for Staff Leadership:**

- Serve alongside the senior leadership and ministry staff to lead the summer staff team
- Alongside the other Counseling Team Leader, provide direct leadership, coaching, and supervision to summer staff and volunteers on the Counselling Team
- Work with senior leadership and ministry staff regarding staff training and discipline
- Manage Counselling Team responsibilities and schedules
- Move around and fill in for the Counselling Team as needed
- Develop and run weekly training sessions for volunteer counselors
- Support Counseling Team in practical ways such as cleaning up messes, doing laundry, taking cabins etc. as you deem fit and are able
- Conduct interviews for staff and volunteer applicants as requested
- Serve as Weekend Supervisor on select summer weekends as assigned

**Requirements for Camper Support:**

- Be in constant communication with Counselor Team about state of Counselors and their cabins and update Director of Summer Camps as needed
- Step into difficult situations to have talks with campers and coach the Counselors
- In conjunction with Director of Summer Camps, have conversations with difficult or struggling campers
- Engage with Director of Summer Camps for any needed phone calls to parents, and participate as needed

**Time Management Expectation:**

- Directing and Supervising Counseling Staff (paid and volunteer) – 40%
- Scheduling, prep work and office work – 30%
- Conversations with campers (and their Counselors) – 10%
- Other camp duties – 20%

**Key Working Relationships:**

- Director of Summer Camps
- Other Counseling Team Leader
- Summer Leadership Team
- Summer Staff
- Volunteer Staff