

# Senior Counselor Job Description – IOLBC

*“To know Jesus Christ and to make Christ known to all”*

**Job Title:** Senior Counselor

**Reports To:** IOLBC Directors (for oversight and guidance), Director of Programs (for employment, supervision, and support), Summer Program Directors (for daily assignments while on site), Day Camp Leaders (for daily assignments off site), and fellow staff members (for accountability)

## **Summary of Position:**

Senior Counselors are responsible for leading a small group of campers through all daily activities of camp life including worship, Bible Studies, evening devotions, games, hikes, dish crew, etc. Senior Counselors are expected to spend time with the kids and families, provide constant supervision to the small group, ensure safety, and create a welcoming community for all. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. Senior Counselors are privileged to let God work through them to impact the campers so they may “know Jesus Christ and make Christ known to all.”

## **Essential Job Requirements:**

- Attend full 2-week session of staff training and full summer session (unless special arrangements are made in advance)
- Attend all staff meetings, devotions, etc.
- Be on time to events, and help your campers be prompt as well.
- Communicate clearly with Program Directors and fellow staff.
- Lead prepared Bible Studies
- Create a welcoming community within the cabin group and within the camp as a whole
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Enforce positive discipline and conflict resolution, and involve the Program Directors as directed during staff training.
- Build encouraging relationships with other counselors and staff

## **Required Education:**

- High School Diploma or Equivalent
- 1 Year of College or Work Experience Preferred

## **Required Experience:**

- Previous experience leading or supervising children (i.e. babysitting, coaching, mentoring, teaching, etc.) is preferred but not required
- Active or previous participation in Bible studies or other ministries is preferred but not required

## **Required Skills:**

- Must be able to have authority over a cabin group and lead them in group dynamics
- Must possess good interpersonal skills
- Must be able to communicate clearly with Program Directors and fellow staff.

- Must communicate a basic understanding of Christian teaching and theology
- Must communicate a basic knowledge of the Bible

### **Other Helpful Skills:**

- Musical Instruments (Guitar, Drums, Piano, Violin, Trumpet, etc.)
- Singing
- Drama/Skits/Acting
- Lifeguarding
- Crafts
- Leading Games/Activities
- Writing and Leading Bible Studies

### **Physical Requirements:**

- Must be able to travel around camp and off-site with the campers throughout each day
- Must be able to participate in camp activities for 14-hour days (with scheduled breaks)
- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations. Must be able to live in cabin with youth during youth weeks. Must be able to live in various host homes while serving on Day Camp.

### **Mental Requirements:**

- Must maintain a positive attitude at all times
- Must be willing to step outside comfort zone
- Must be willing and ready to serve and lead in all roles (counseling, kitchen, maintenance, etc.)
- Must be willing to fulfill occasionally assigned weekend duties

### **Supervisory Responsibilities:**

- During Youth Camps, Senior Counselors are expected to be in constant supervision of their assigned cabin group of youth, which average 8-10 kids per week. They must ensure safety, create community, guide social expectations, and teach Biblical truth.
- During Family Camps, Senior Counselors are expected to build positive relationships with their assigned family and display a positive model of Christian living for all. They must help the family feel welcomed and involved, serving them whenever possible. During the 2 Hours of Power, Counselors assume the same responsibilities for the groups of youth as during Youth Camps.
- During Day Camps, Senior Counselors assume the same responsibilities as in youth camps while the campers are attending the Day Camps at the church or other location. Together with local volunteers they must provide constant supervision, ensure safety, and engage campers in the Day Camp program. They must maintain courteous attitudes and develop positive relationships with their host families.

### **Working Conditions and Expectations**

Senior Counselors are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Wear camp nametags throughout the week.

- Dress modestly and neatly, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).
- Remain on camp premises unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).
- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.

Last revised 12/3/13 - DGA