

## ***JOB DESCRIPTION***

### **POSITION:** Counselor

The counselor position is a very broad job that includes such things as leading electives, helping with chapel, leading games or special events. The main focus is on spending time with and investing in the spiritual lives of your campers each week.

### **RESPONSIBLE TO:** Camp Director and Executive Director

### **QUALIFICATIONS:**

1. Has had a salvation experience resulting in a sincere love for the Lord and a desire to see campers come to know and grow in Jesus.
2. Be in agreement with the philosophy, doctrine, and policies of Big Sky Bible Camp.
3. Evidence of a consistent daily walk with the Lord emphasized by prayer and Bible reading.
4. Shows willingness to learn new skills that will benefit the camper and his/her experience during his/her week at camp.
5. Be willing to forego personal rights for the common good of the camp and the campers.
6. Be flexible to work with other staff and campers.

### **RESPONSIBILITIES:**

#### Pre-camp:

1. Complete staff application.
2. Read staff training material in preparation for staff training.
3. Be aware of the duties and assignments expected of him/her for the summer.
4. Begin spiritual preparation for the summer ministry.
5. Attend staff training.

#### First day and as campers arrive:

1. Spend time in devotions each day.
2. Get acquainted with other staff members.
3. Get a good night's rest before campers arrive.
4. Check to make sure all cabin work is done and that your area of living is clean and presentable.
5. Receive any materials necessary, i.e. camp books, dorm lists, activity assignments, etc.
6. Be aware of any medical problems or special needs of your campers.
7. Greet campers and parents as they arrive in registration area or in the dorm.
8. Help with luggage as needed.
9. As campers arrive in the dorm, make them feel comfortable and "at home" ...find a bed, place to put luggage.
10. Introduce them to other campers.
11. Familiarize them with the schedule.
12. Make sure they know the rules and regulations for the week.

During the regular camp session:

1. Attend staff meetings.
2. Be ready with the campers' devotional times.
3. Know the daily schedule and keep campers headed in the right direction (especially Juniors).
4. Be an example in dress, table manners, and general conduct.
5. Be ready with special activities that may be required.
6. Make sure all your campers are getting enough to eat at meals.
7. Be responsible for campers' cleanliness. Help the campers keep their possessions in order and together.
8. Supervise cabin clean up. Assign responsibilities.
9. Be aware of signs of weakness and try and remedy them.
10. Listen and note all announcements.
11. Do not show surprise or disapproval at any "surprises" or emergencies in the camp program.
12. Help campers be on time for activities.
13. Make sure all your campers have bibles and that they bring them to Chapel.
14. Make sure to sit with your campers during Chapel to keep them focused and not distracting other campers.
15. Carry out camp policies and procedures as explained in Staff Training.

On Closing Day:

1. Know the special closing day schedule.
2. Supervise packing and cleaning up of the cabin and dorm common areas.
3. Retrieve medications and craft items.
4. Check on lost and found items. Please return them to the right person.
5. Be ready to greet parents.
6. Try and get contact info from campers for follow-up purposes.
7. Use the coupon method to dismiss campers.
8. Be sure to say "good-bye" to campers.
9. After campers leave make sure that your cabin is good and clean.
10. Make sure that you have finished filling out all your camper evaluations.