

JOB DESCRIPTION FOR COUNSELLING TEAM SUPERVISORS

POSITION: Counselling Team Supervisor

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Discipling Role:

1. Conduct a Weekly Interview with each team member assigned to you.
2. Develop an Action Plan for growth with each team member assigned to you.
3. Pray 1 hour each day for the growth and needs of the team members assigned to you.
4. Meet weekly with the Program Manager to discuss the weekly interviews.

Supervisory Role – Pre-Summer Camp:

1. Participate in Supervisor Training.
2. Assist in planning Staff Training Week and provide instruction in regards to counselors during staff training week.
3. Update the Counselling Manual, Counselor Welcome Letter, and Volunteer Counselor Manual.
4. Contact each full-time counselor before they arrive to introduce yourself and allow for any questions they may have.
5. Prepare instruction and training for when counselors arrive and begin their preparations. Give further instruction and training during Staff Training Week.

Supervisory Role – During Summer Camp:

1. Take responsibility for the SAFETY of the campers and staff, particularly during times when the counselors are solely responsible. Ensure the safety-consciousness of all counselors.
2. Be readily available as a resource person to the counselors.
3. Be a liaison between the Program Manager and the counselors.
4. Meet weekly with each counselor (full-time & volunteer) to evaluate their work toward the objectives of the Camp. Be with counselors to watch them in action (i.e. activity sessions, cabin

times, cabin devotions, etc) and use the staff's weekly evaluations to determine on-going training and leadership development for counselors. Then carry out that training and development.

5. Carry out two performance reviews for each full-time counselor.
6. Meet weekly with the whole counselling team (full-time and volunteer) to discuss and evaluate the camp's work toward the objectives of the camp. Also, chair the counselor's portion of Saturday's debrief meeting.
7. Encourage each counselor weekly, intentionally doing so in their love language.
8. Ensure that new volunteer counselors and staff each week are prepared for ministry. Ensure that the volunteer counselor box is fully stocked and is placed in each counselor's room on Saturday before they arrive.
9. Take responsibility throughout each week that volunteer counselors feel comfortable with and understand their ministry role and responsibilities and that they feel a part of the team.
10. Assist in resolving problems or difficulties arising between counselor/camper or camper/camper situations, following the camp's disciplinary procedures. For example:
 - a. Deal with campers who are homesick;
 - b. Monitor phone calls home from campers;
 - c. Work with counselors who have difficult campers or camper/camper problems;
11. Go through all weekly lists and schedules with counselors at Monday morning meetings.
12. Give instruction to the Nightwatch each week and supervise the proper carrying out of these responsibilities.
13. Assist the Program Manager in directing the counselor's different ministry role during Family Camps.
14. Work with LDT Coordinators to train counselors in discipling and training LDT's.
15. Promote the "on-timeness" of camp scheduled activities such as meals, quiet times, activity periods, etc. for the camp in general, and morning staff meetings where the Counselling Team is concerned.
16. Attend and be prepared to give input at Supervisor meetings.
17. Work in co-operation and conjunction with the other Counselling Team Supervisor.

Administrative Role:

1. During camper registration, visit cabins to help counselors or give resources to counselors, and assist parents and campers.
2. Schedule substitutes for counselors who are on out trips or are ill. Ensure sub-in counselors are properly trained and evaluation is done.
3. Administrate the use of the camper "Dear God" letters by distributing them to counselors and ensuring they are placed in Christmas cards if counselors decide to use them.
4. Prepare any handouts for counselors and distribute.
5. Assist with drama and worship team according to skills and giftings.
6. Attend and participate in Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere.