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## POSITION DESCRIPTION

# Support Counselor

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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 Support Counselor you will be responsible to help provide unforgettable, high impact experiences and holistic camper care while creating a sense of wonder and adventure for each individual camper.**

**Department:** Ministries

**Reports To:** Summer Administrator, Director of Summer Camps and Assistant Director of Summer Camps

**Term:** 10 weeks, fulltime

**Start Date:** June 16, 2025

**End Date:** August 25, 2025

**Compensation:** \$325 / 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
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Preferred minimum 18 years of age
- 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

### **Support Counselor 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
- **Housekeeping:**
  - Provide extra housekeeping support to keep camp clean and welcoming
  - May include daily vacuuming of the dining hall
  - Play a role in prepping for and doing our end of week turnaround times
- **Admin Support:**
  - Work with the Summer Administrator to process and package canteen orders
  - Keep track of inventory levels, and assist with reordering as required
- **Oversee Lead Campers:**
  - Oversee and provide guidance to Lead campers in their areas of service (cleaning Dining Hall, packaging canteen orders...)
  - Be a part of making a fun and engaging atmosphere for the Leads during their service times
- **Relief Counselling:**
  - Temporarily provide leadership and care for a counselor's cabin for an activity block
  - Communicate with the counselor beforehand about where you will pick up and drop back off the cabin

### **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
- Give leadership and/or help in the children's or youth program during family camps
- Participate in the "Adopt a Family" program during family camps
- Help in assigned area during Grades 2/3/4 Camp (assigned area may range from counseling to dishwashing to maintenance)
- Assist with drama and 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, unless involved in other camp duties
- Work with other staff to foster an effective atmosphere at all summer events and activities

### **Time Management Expectation:**

- Housekeeping– 30%
- Admin Support / Canteen– 30%
- Relief Counseling – 20%
- General Summer Camp support – 15%



- Staff meetings – 5%

**Key Working Relationships:**

- Admin Team Leader
- Director of Summer Camps
- Assistant Director of Summer Camps
- Director of Lead
- Lead Campers
- Summer Leadership Team
- Summer Staff
- Volunteer Staff