

# **COUNSELOR JOB DESCRIPTION FOR LAKEVIEW VILLAGES**

## **Required Qualifications**

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Dedicated Christian who is willing to share their faith in Christ with others.
3. Desire and ability to work with children outdoors.
4. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Possess the ability to lead others in group activities, especially leading devotional and recreational activities.
3. Willingness to experience outdoor living and to teach/learn new skills.
4. Basic appreciation and understanding of nature as the creation of God and its relationship to man.
5. Ability to accept supervision and guidance.
6. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Assistant Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. A total commitment for the term of employment.
2. To identify and meet the campers' emotional and spiritual needs, providing personal guidance when needed and exerting positive Christian influence at all times.
3. To identify and meet the campers' physical needs by being responsible for his/her health, cleanliness, and safety.
4. Be responsible for the stewardship of all camp facilities and equipment.
5. Understand, interpret, and maintain the camp's standards and policies.
6. Represent the camp and its purpose when you are in public.
7. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

- A. Directly responsible for the needs and actions of the 6-11 campers placed in your care each week, especially in the following five areas:

### ***I. Spiritual Needs***

- a. Daily leadership of Bible Study and bedtime devotions for the cabin group.
- b. Occasional leadership of campfire devotions for the entire camp.
- c. Promote an atmosphere of Christian cooperation among the campers and among fellow staff members.
- d. Be Christ's witness in all your ways and works.

II. ***Emotional Needs***

- a. Learn to know and understand each camper as quickly and as well as possible.
- b. Treat all campers fairly and show loving concern for all aspects of their welfare.
- c. Be enthusiastic for their interests.
- d. Handle all administrative cabin duties carefully and efficiently in order to reduce tension and relieve them of their fears.
- e. Provide opportunities for the group so that each individual experiences success while at camp.
- f. Provide opportunities for discussion of individual or group problems/concerns.
- g. Teach your cabin group to live as a group and be aware of each other's needs.

III. ***Physical Needs***

- a. Guard campers from dangerous activities or circumstances.
- b. Make sure campers are practicing good hygiene and eating habits while at camp.

IV. ***Program/Activities***

- a. Be involved/participate in all camp activities, whether leading it or not.
- b. Lead activities such as shooting, fishing, recreation, mealtime singing, kayaking/canoeing, or nature as assigned by the Assistant Program Director.
- c. Assist with leading activities such as swimming, high ropes, biking, or crafts as assigned by the Assistant Program Director.
- d. Supervise all aspects of the campers' day, including cabin clean-up, rest hour, evening activities, meal times, and getting ready for bed.
- e. Help campers use their free time in meaningful activity.
- f. Teach, supervise, and help campers to cook at least one meal a day at their village.
- g. Assist maintenance with the cleaning and maintenance of cabins, kitchens, and bathhouses.

V. ***Camper Discipline***

- a. Follow and enforce all camp policies and standards.
- b. Encourage respect for the property of others and for the camp's facilities and equipment.
- c. When necessary refer discipline problems to the Program Director.

- B. **Junior Counselors** Direct responsibility for the needs and actions as well as mentorship of the Junior Counselor placed under your supervision each week.

- I. All the above listed responsibilities toward campers apply directly to the Jr. Counselor as well. This includes your responsibility to nurture the Jr. Counselor's spiritual needs, emotional needs, and physical needs.

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- II. Create opportunities for the Jr. Counselor to participate in all program activities. At your discretion, allow opportunities for the Jr. Counselor to take on a leadership role in program activities, including Christian Growth time or night-time cabin devotions.
- III. Follow and enforce all camp policies and standards, as well as effectively communicating your cabin policies to the Jr. Counselor. When necessary, refer discipline problems to the Junior Staff Coordinator or the Program Director.

**Other Specific Responsibilities**

1. Prepare for and participate in staff training and all staff meetings.
2. Completion of assigned written work such as evaluations and/or postcards.
3. Assist in registration of the campers and weekly clean-up assignments.
4. Maintain good public relations with the parents of campers.
5. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Villages.