

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Junior Staff (Jr. Counselor, Crafts Asst., Nature Asst., Maintenance Asst., Support Staff)

RESPONSIBLE TO: Assigned Counselor or Staff Member, Head Counselor or Assistant Program Director, Assistant Director, Director

PURPOSE: To assist counselors in providing leadership for a small group of campers. To learn the responsibilities and duties of a counselor.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Willingness to learn and grow as a leader in outdoor ministry.
5. Be at least two years older than the campers you are supervising.
6. Training and/or experience in small group camping and outdoor living skills. Enjoy the outdoors.
7. Attendance at one or more pre-camp training events.
8. Acceptance of Junior Staff responsibilities.

RESPONSIBILITIES:

1. Live with a small group of 6-8 campers in a cabin or hogan.
2. Assist in providing supervision for campers assigned to your group.
3. Greet campers and parents on opening day. Help campers to settle in and adjust.
4. Jr. Counselor
 - a. Share leadership responsibilities for a family group (usually coed) of 12-16 campers with co-counselors.
 - b. Implement group schedule and plan additional activities with your co-counselors and campers.
 - c. Guide campers' participation in individual, group, and all-camp activities.
 - d. Practice good group building methods.
 - e. Prepare daily devotions for your group with your co-counselors.
5. Crafts or Nature Assistant
 - a. Assist Crafts Director or Nature Director in leading craft or nature sessions.
 - b. Keep the Craft House or Nature Center clean and organized.
 - c. Help to plan and implement all-camp activities.
6. Fulfill the role of Maintenance Assistant or Support Staff (see separate job descriptions) when assigned to those positions.
7. Participate in a weekly evaluation with the Head Counselor or Assistant Program Director and/or Assistant Director.
8. Know the contents of the Staff Manual and abide by all camp policies and procedures.
9. Enforce camp policies, procedures, and health and safety regulations.
10. Assist in other areas of camp operation as needed.