**VOLUNTEER PROGRAM STAFF/COUNSELOR JOB DESCRIPTION**

**ATTRIBUTES**:

1. Mature Christian individual

2. Preferably at least 20 years of age

3. Able to enjoy living and working with young people

4. Able to embrace the Ross Point camping philosophy

5. Comfortable with a democratic group process of decision-making

6. Able to plan a balanced daily schedule of family activities

7. Good stewards of personal and natural resources

8. Comfortable in the out of doors

9. Acquainted with characteristics of your campers' age group

10. Able to build an atmosphere of love, forgiveness, and open communication

11. Dealing with conflicts in a mature, Christian manner

12. Comfortable using the Bible

13. Prepared with daily lesson plans

14. Acquainted with the camp's physical site

15. Knowledgeable regarding the camp's policies and rules

16. In camp, unless specifically permitted to leave by the Executive Director

**ACCOUNTABILITY**:

1. The counselors are directly accountable to the program director.

**RESPONSIBILITIES**:

1. The camper is always your first consideration, under all circumstances.

2. Attend staff meetings scheduled by the director.

3. Camp personnel are expected to remain with their assigned group unless excused by the director.

4. Counselors are to be concerned with the proper care and use of supplies, materials, and equipment.

5. Counselors are responsible, with the campers, for helping to keep their campsite clean.

6. Plan swimming, special events and all-camp functions in coordination with the director.

7. Bring serious problems to the attention of the director at once.

8. Report all injuries and illnesses of staff members or campers to the director as soon as possible.

9. Set an example for the group by your actions. Follow and enforce all rules and regulations.

10. Know where each member of your group is always.

11. Be helpful in any way that you see necessary but do not be a slave. Be a leader and advisor. The children and young people can do most things for themselves. Let them!

12. Use common sense.

13. Be congenial to both staff and campers.

14. Remember your director, your fellow counselors, and your campers in your daily prayers.

15. Live in a cabin, in which up to 10 assigned campers are living.

16. Be in your cabin as campers go to bed. After lights out, counselors may spend time out of the cabin, but in the cabin area, planning future activities. One counselor must always be in each cabin area when campers are present.

17. Make and take opportunities to counsel campers and use opportunities to relate God to experiences of camp.

18. Take special interest in each camper noting growth and problems.

19. Communicate at least one positive fact to each camper and their parents at the end of the week.

20. Be in your own area at rest and bedtime and remain there for the duration of the interval.

21. Guard against being alone with any camper.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_