

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Girls Sub-Counselor
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Girls Director
Supervisory Responsibilities:	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Wage Scale
Date:	January 13, 2017

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.

Job Summary:

The Girls Sub-Counselor is responsible for the part-time administration and management of a cabin unit within the GVR girls' village. The Girls Sub-Counselor will work to ensure the total wellbeing of each individual camper under her care, including the camper's health and safety; as well as her mental, social and emotional integrity. Furthermore, the Girls Sub-Counselor will seek to provide a consistently fun and positive cabin atmosphere while ministering to the spiritual development of each camper under her care.

Duties and Responsibilities:

- Relieve the full-time Girls Counselors during their days off and/or break time as scheduled and instructed by the Girls Director
- Establish a positive, fun, and energetic cabin atmosphere
 - Be creative
 - Plan group activities
 - Seek to create a sense of cohesiveness and unity
- Actively engage with campers in all facets of camp life, including:
 - Assigned activity periods
 - Camp council programming
 - Meals
 - Campfire programming
- Create opportunities to make personal connections with each camper
- Plan and lead a daily cabin devotional
 - Ensure that the devotional is applicable to the camper age group
- Become familiar with all camp rules and regulations
 - Follow all of the camp rules and regulations
- Establish cabin rules modeled after the camp guidelines
 - Explain cabin rules and discipline procedures
 - Follow Colorado Child Care regulations regarding camper discipline
 - Follow through on discipline issues with fair consistency
- Have good observational skills

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- o Be aware of the overall health of each camper in the cabin unit
 - o Take action based on continual observation of cabin dynamics
- Be patient and be able to relate with girls from ages 6 – 17.
- In the event of an emergency contact the Girls Director, Camp Nurse and Summer Camp Office/Camp Director immediately.
- Assist with camp activities and programming when not assigned to a cabin unit and as directed by the Girls Director and Activities Director.
- Perform any additional summer camp related duties as assigned by the Camp Director or RMC Youth Director.

Performance Factors:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Qualifications/Requirements:

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certifications or documented training or experience from a recognized organization.
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements as they apply to staff-to-camper ratios and camper discipline.
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - o Planning/organizing
 - o Analytical
 - o Critical thinking
 - o Time and organizational management

Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and occasionally lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, kneeling, running, swimming, hiking and participating in a generally active outdoor summer camp program. This position is highly demanding and requires great flexibility and responsiveness. Tasks are performed inside and outside at the camp's facilities in the Rocky Mountains, including the indoor pool, the camp's lake, the camp's trail system, the horse barn, corral, arena, and the rock climbing areas. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude (approximately 8,760 feet elevation).

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

Signature

Date