

Black Rock Retreat Summer Camp

Job Description

POSITION: Activities Unit Leader

RESPONSIBLE TO: Activities Coordinator

OVERSEES: Program Instructors

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth and young adults.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
6. Is willing to be accountable to others, being guided by regulations established for daily work, group living and personal conduct.
7. Exhibits spiritual and emotional maturity.
8. Is able to be active throughout the day, pass lifeguard fitness test, and willing to work hard.
9. Is in agreement with Black Rock's philosophy of ministry and policies and desires to serve the Lord following our motto, "To Know Christ And Make Him Known."
10. Is trained or willing to be trained in standard first aid and CPR.

Specific Qualifications:

1. Is at least one year out of high school and a minimum of 21 years of age.
2. Preferably holds or is working on a B.A. degree in Youth Ministry, Camping, Recreation, Social Work, Education, or related field of study.
3. Is detail oriented and has strong organizational abilities and time management skills.
4. Has significant experience in leading, programming, ministering, and relating to youth and young adults.
5. Has experience in leading, programming, ministering, and relating to youth ages 7-17 and post-high young adults.
6. Is a people person who enjoys and has a good rapport with young adults and can relate well to staff, campers, parents, and the public.
7. Exhibits creativity in planning, programming, and leading activities for youth.
8. Is able to coordinate and delegate responsibilities well with groups of summer staff members and campers.
9. Has sound judgment, good decision-making abilities, and able to stay calm and think clearly in emergency situations.

General Responsibilities:

1. Spend time with the Lord every day.
2. Know and uphold the standards and boundaries laid out in the Child Protection Policy.
3. Assist with setting up and facilitating any program-related activities as communicated by the Program Coordinator.

4. Be flexible and available to stay later and arrive earlier from weekends than the rest of the summer staff in order to be prepared for the next week.
5. Attend staff meetings, devotions, and all camp activities. Attend vespers as schedule permits.
6. Be self-motivated, a self-starter, and foresee areas where you can help out.
7. Assist in the Snack Shop as needed.
8. Be the cabin inspector when assigned by the Program Coordinator.
9. Bring staff issues, conflicts, or concerns to the attention of leadership and assist in handling these problems.
10. Attend Leadership Staff meetings as scheduled.
11. Enforce all camp policies, guidelines, philosophies, and procedures.

Specific Responsibilities:

1. Work with other leadership staff in planning and implementing Pre-Camp Training including teaching, leading training sessions, and devotions.
2. Assist in the planning, setting up, officiating, and cleaning up of all camp activities, special events, games, waterfront, and Vespers programs.
3. Responsible for the supervision of program staff and campers.
4. Maintaining the safety of each program area.
5. Supervise, coordinate, and encourage the program staff in their spiritual growth as individuals.
6. Meet one-on-one with each supervisee at least once every two weeks to encourage, challenge them, and see how they are doing physically, emotionally, and spiritually. Take prayer requests and pray for them regularly.
7. Lead in the planning, scheduling, and implementing of the daily & weekly programs for the 8 weeks of camp.
8. Oversee the morning classes program. Visit and evaluate morning classes.
9. Oversee the CC Adventure (Counselor/Cabin) time each week. Take requests from counselors and assign program staff to help where needed and help with set-up and tear-down.
10. Assist in registration on Sunday.
11. Oversee the organization of all summer camp equipment and see that it is kept in good repair. Keep the storage rooms in order.
12. Plan and run special events for program staff in collaboration with the other Program Unit Leaders.
13. Lead activities for retreat and day groups as need.
14. Be willing and able to assist in other areas of camp as needed.