

# **Black Rock Retreat Summer Camp**

## **Job Description**

**Position:** Women's Unit Leader

**Responsible To:** Overnight Camp Coordinator

**Oversees:** Female Counseling Staff

### **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 stay active all day and the willingness to work hard.
9. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by 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 preferably 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. Has significant experience in leading, programming, ministering, and relating to youth and young adults.
4. Has strong relational skills and has a good rapport with young adults. Able to relate well to staff, campers, parents, and the public.
5. Has sound judgment, good decision-making abilities, and is able to stay calm and think clearly in emergency situations.
6. Possesses a strong ability and desire to build relationships with the female staff to support, encourage, challenge, and cultivate spiritual growth.
7. Able to communicate well with parents and handle their concerns.

### **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 directed.
4. Be flexible and available to stay later on the last day of camp and begin work earlier on Sundays than the rest of the summer staff in order to be prepared for the next week.
5. Attend staff meetings and devotions. Attend vespers and all camp activities as permitted by schedule.
6. Be self-motivated, a self-starter, and foresee areas where you can help out.

7. Be the cabin inspector when assigned by the Program Coordinator.
8. Bring staff issues, conflicts, or concerns to the attention of the appropriate supervision and assist in handling these problems in cooperation with the leadership staff.
9. Attend Leadership Staff meetings as scheduled.
10. Enforce all camp policies, guidelines, philosophies, and procedures.

### **Specific Responsibilities:**

1. Meet one-on-one with female counselors every week, to encourage, challenge and see how things are going for them physically, spiritually, and emotionally. Take prayer requests and pray for them regularly.
2. Work with the Men's Unit Leader to supervise and oversee the counseling staff.
3. Work with other leadership staff in planning and implementing Pre-Camp Training including teaching and leading training sessions and devotionals.
4. Assist in being responsible for the 24-hour supervision and safety of all campers (particularly girls) and counseling staff (specifically female).
5. Supervise, disciple, and encourage counseling staff, i.e., run staff meetings when delegated, minister to female staff, work through staff conflicts, etc.
6. Handle camper problems (discipline, homesickness, etc.) that are brought to you by the female counselors and communicate issues with the Program Coordinator.
7. Be available to help counselors with cabin discussions and Bible class preparations.
8. Dismiss cabins from Vespers and check in with counselors about the state of their cabin.
9. After registration each week, call any campers/parents who did not show up and fill any openings by calling down the waiting list.
10. Make sure counselors are following the Child Protection Policy in their interactions with campers.
11. Handle and/or refer any staff problems or conflicts to your supervisor.
12. Plan counselor rotations, thinking ahead to all summer pairings to maximize counselors who would work well together, or be effective during certain age groups.
13. Coordinate with other program areas regarding plans or activities.
14. Be willing and able to assist in other areas as needed.