

Black Rock Retreat Blast Day Camp Job Description

Position: Junior Servant Leadership Coordinator

Responsible To: Day Camp Director

Oversees: Team of 10 Junior Servant Leaders

General Qualifications:

1. Has a personal relationship with Jesus Christ showing evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 12-14 years of age, as well as young adults.
3. Is able and willing to lead youth, ages 12-14, through daily tasks and their spiritual walk.
4. Desires to serve the Lord by teaching youth more about our Creator.
5. Is able to provide campers with a model of Christ-centered living.
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Is able to stay active all day and possesses the willingness and determination to work hard.
10. Agrees with Black Rock's philosophy and policies, and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."
11. 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 (preferred age is at least 24, minimum age is 19).
2. Preferably holds or is working on a B.A. degree in Youth Ministry, Social Work, Education, or a related field of study.
3. Has significant experience in leading, programming, ministering, and relating to youth.
4. Has strong relational skills and has a good rapport with youth and 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 Day Camp staff, to support, encourage, challenge, and cultivate spiritual growth.
7. Able to communicate well with parents and handle their concerns with patience, understanding, and empathy.
8. Displays an attention to detail and ability to plan and delegate activities to a group of 10 or more.
9. Can operate or learn to operate audio-visual equipment to show a weekly video segment.
10. Is able to delegate tasks efficiently and monitor progress toward their completion effectively.

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 in the continuing development of the JSL Program.
4. Contributes to the Junior Service Leadership program through programming and guiding the spiritual development of the campers enrolled in this program.
5. Participate in/lead/facilitate JSL group activities such as teambuilding, devotions, journaling and group discussions.
6. Lead & train JS Leaders in the tasks they will need to be able to do in order to effectively support the Day Camp program.
7. Perform administrative duties such as printing materials for Bible studies and setting up for activities.
8. Have daily check-ins with the JS Leaders to make sure they are doing well and have the support they need to succeed.
9. Attend leadership staff meetings as scheduled.
10. Enforce all camp policies, guidelines, philosophies, and procedures, without contradictions in front of those you supervise and work alongside.
11. Exhibit flexibility, in words and action, when plans must change.
12. Take any concerns or questions about camp policies, guidelines, philosophies, beliefs, and procedures to your direct supervisor, the Day Camp Director.

Specific Responsibilities:

1. Meet one-on-one with JS Leaders, to encourage, challenge and see how things are going for them physically, spiritually, and emotionally. Take prayer requests and pray for them regularly.
2. Follow up one-on-ones with appropriate action items to support JSL's.
3. Facilitate good working relationships between the Day Camp Counselors and the JSL's that are assigned to them.
4. Handle JSL issues (discipline, etc.) that are brought to you by Day Camp Counselors and communicate issues with your supervisor.
5. Make sure counselors are following the Child Protection Policy in their interactions with campers.
6. Handle and/or refer any staff problems or conflicts to your supervisor.
7. Assist Leadership Staff in preparing for camper drop-off/registration, when required.
8. Work with the Day Camp Leadership to develop a special service project for campers to engage in during each week of camp.
9. Coordinate with Day Camp Director & Assistant Director to determine what weekly and daily needs are and create schedules for JSL accordingly.
10. Be willing and able to assist in any other areas as needed.