

JOB DESCRIPTION
Northern Illinois Conference of the United Methodist Church

Title: Summer Associate - Counselor
Division: Outdoor & Retreat Ministries
Department: Reynoldswood Christian Camp AND Wesley Woods Retreat Center
Reports to: Program Director

PURPOSE

To model and teach effective Christian values while ensuring guest safety, comfort, and participation in diverse camp activities.

SUMMARY

Summer Associates work directly with guests—children, youth and adults.

Summer Associates work collaboratively with all other departments and employees at both *Reynoldswood AND Wesley Woods*. Summer Associates work six (6) days/week with one 24-hour-period free from all work duties. Summer Associates, are on-call 24 x 6 to assist with guest emergencies.

The summer employment period is defined as Memorial Day through Labor Day--we make every effort to be flexible with school schedules during the last two weeks of August.

Associates receive a reasonable break from camp activities within each 24-hour day. Management reserves the right to schedule breaks as business needs require.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalency, required
- Live on-site and able to work a six-day work week when required
- Comfortable working in a Christian-oriented environment and able to share and support Protestant teachings
- Positive, service-minded customer focus
- Able to adapt quickly and manage changing circumstances and unforeseen situations
- Positive and effective communication skills, and ability to work with people of diverse ages and backgrounds
- Maintain on-site housing in clean, conscious and guest-ready condition at all times
- Lifeguard, First Aid and CPR certifications (preferred)

ABILITIES REQUIRED

- Ability and willingness to lift 50+ lbs
- Ability and willingness to work with overhead racking systems
- Ability and willingness to sit and/or stand for long periods of time
- Ability and willingness to live and work in a camp setting
- Ability and willingness to swim and to assist in aquatics activities
- Ability and willingness to work outdoors in varying weather conditions
- Ability and willingness to communicate and work with groups by participating and instructing campers and staff
- Ability and willingness to work irregular hours delivering program in diverse facilities and locations
- Ability and willingness to observe and assess camper and staff behavior, and to apply appropriate behavior management techniques
- Ability and willingness to recognize, identify and respond to environmental and other hazards related to various camp activities

REMUNERATION

Summer Associates are paid a weekly stipend plus room-and-board.

“Room” varies from camp-to-camp, but always includes a bed, a lamp, private shelves, a shared refrigerator, and common area. Restrooms are shower houses with gender separation, and privacy walls for individual showers and toilets.

“Board” includes three (3) daily meals served in the Dining Hall area during guest meal times, seven days per week.

DUTIES AND RESPONSIBILITIES

This position comprises three areas of responsibilities which shall be fulfilled with integrity, honesty, trustworthiness, and smiling hospitality:

Safety

1. Inform, abide by, and enforce safety procedures
2. Maintain approved 1st Aid and CPR Certifications.
3. Administer 1st Aid & CPR when appropriate for guest safety.
4. Aid in maintenance tasks, such as cleaning, painting, and basic repairs as needed for guest relations.
5. Inspect, clean, correct, repair and record/report actions/conditions for your assigned areas, equipment and guest activities as necessary to ensure safety, proper function, cleanliness and professional appearance.
6. If camper numbers exceed relevant safety guidelines, Summer Associates may be assigned as overnight chaperones that sleep in relevant facilities with minor-aged campers of the same gender to ensure camper safety.

Program

1. Be responsible for ORM-registered campers *in loco parentis*
2. Learn and teach Bible studies as directed
3. Learn and teach theme-based material, such as Creative and Performing Arts
4. Learn and teach/facilitate group games; archery; environmental, team-building and other activities as directed
5. Greet and host parents, campers and other guests as a positive representative of *Reynoldswood, Wesley Woods, Outdoor & Retreat Ministries, the Northern Illinois Conference (region), and the United Methodist Church.*

Aquatics

1. Learn and lead water-based activities
2. Learn and teach canoeing, kayaking, sailing, and paddle boarding
3. Learn and pilot the camp pontoon and rescue boat
4. Greet guests, explain and enforce waterfront rules and boundaries
5. Serve as on-duty Lifeguard during scheduled hours (if Lifeguard certified and so scheduled)

Hospitality

1. Attend and actively participate in Team Huddles as designated
2. Provide back-up assistance to Kitchen, Dining Hall, Housekeeping and Maintenance staff when necessary for safety and guest relations
3. Other duties as may be assigned from time-to-time

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and/or skills required for the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed for guest and staff safety, and/or hospitality.

ADDITIONAL INFORMATION

HR use only	
NIC ADP Category	### / ###
Job code	NIC-ORM-###
Generic title	Summer Associate
Pay grade	TBD
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	2/27/2016