

# Redwood Adventure Camp

## Summer Staff Job Descriptions - Counseling Staff

Counseling Staff are hired to fulfill the job description of a Group Counselor and/or one other Central Staff Position (Nature Director, Craft Director, Kitchen Assistant, Maintenance Assistant/Relief Counselor, Lifeguard/Maintenance Assistant/Relief Counselor or Horse Program Assistant). If staff members are hired for just one camper session, at the end of the training program, they will be assigned either as a Group Counselor or a Central Staff depending on need and individual skills. If staff members are hired for more than one camper session, they will normally fill the position of Group Counselor for one of those sessions and may fill the position of Group Counselor or one of the Central Staff positions for the other camper session, again, depending on need and individual skills.

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### All Positions

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#### Desired Qualifications

- Desire and ability to work with children outdoors
- Willing to be a part of a dynamic Christian community
- Willing to grow in faith
- Ability to relate to one's peer group
- Ability to accept guidance and supervision from, and work with others
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Ability to learn to do tasks as assigned

#### Responsibilities

1. To identify and meet camper needs.
  - Recognize and respond to opportunities for problem solving.
  - Develop opportunities for interaction between campers and staff.
  - Provide opportunities for the group so that each individual experiences success during Camp.
  - Help each participant meet the goals established by the Camp for camper development.
2. Carry out Camp programs.
  - Guide groups and individual campers in participating successfully in all aspects of Camp activities.
  - Carry out established roles for supervising camper health.
  - Carry out established roles in enforcing Camp safety regulations.
  - Teach appropriate behavior around Camp including respect for the environment, behavior toward one another, and the following of Camp rules.
  - Teach and monitor proper use and care of Camp equipment.
  - Check equipment and make or request repairs.
  - Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - Participate in staff meetings
3. Assist in maintaining and improving current program.
  - Conduct initial and end-of-season inventory, and store equipment for safety.
  - Assist in unpacking all materials and supplies at the beginning of the season.
  - Assist in maintenance work crews before, during and after each session as needed.
  - Assist in packing all materials and supplies at the end of the season.
  - Evaluate current seasons and make recommendations for equipment, supplies, and program for following season.
4. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

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### **Essential Functions**

- Ability to communicate and work with campers and staff in a variety of settings.
- Abilities to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, apply appropriate behavior-management techniques, report inappropriate or questionable behavior to the proper authority, and maintain confidentiality where appropriate.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the Camp environment.
- Physical ability to respond appropriately to situations requiring first aid.
- Able to assist campers in emergency (fire, evacuation, illness or injury)
- Physical ability to live an active outdoor lifestyle in area with varied terrain

### **Time off**

All counseling staff will have the following time off:

- One four-hour period per week, arrangements to be made with the Relief Counselor and Program Director.
- One hour each day during rest period. On the Overnight, this can be scheduled at a mutually agreed upon time with the co-counselor.
- The second or third crafts or nature period with the approval of the Crafts or Nature Director.
- One 24-hour period between sessions, when there are at least two sessions.

All central staff will have the following time off:

- After 8pm unless otherwise requested by the Program Director/Director for program activities.
- One hour each day during rest period
- Other time off to be determined throughout the season.
- Time off is different for specific positions. The Program Director, Kitchen Manager, or Director will review your time off allowances at the beginning of each season and session.

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## Summer Staff Job Descriptions - Counseling Staff

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### **Items specific to the position of Group Counselor**

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#### **Desired Qualifications**

- Ability to teach skills in a variety of activities

**Responsible To:** Program Director

#### **Responsibilities**

1. To identify and meet camper needs.
  - Learn the likes/dislikes of each camper in your group.
  - Recognize and respond to opportunities for problem solving in the group.
  - Develop opportunities for interaction between campers and staff.
  - Provide opportunities for discussion of individual or group problems or concerns.
  - Complete evaluation of each camper at the end of each session.
2. Carry out camp programs.
  - Guide group and individual campers in participating successfully in all aspects of camp activities.
  - In cooperation with other groups, assist campers to plan schedule for the week.
  - Supervise all aspects of the campers' day and night including Polar Bears, Flag Raising/Lowering, meal times, Morning/Evening Prayer, all activity periods with the exception of Crafts/Nature, group participation in Evening Activity, beginning/ending campfires, and sleep time.
  - Train campers in outdoor living skills, backpacking, archery, riflery, awareness and appreciation of nature, and group living skills including proper care of their campsite and personal belongings.

#### **Essential Functions**

- Ability to lead prayer and assist campers in reflecting on their own spirituality.
- Possess strength and endurance required to maintain constant supervision of campers.
- Able to observe camper activity at all times.
- Able to carry a 30 lb pack and hike with campers over rocky and steep terrain.
- Ability to provide necessary instruction to campers in many activities related to the camp program.

#### **Time Off**

- One four-hour period per week, arrangements to be made with the Relief Counselor and Program Director.
- One hour each day during rest period. On the Overnight, this can be scheduled at a mutually agreed upon time with the co-counselor.
- The second or third crafts or nature period with the approval of the Crafts or Nature Director.
- One 24-hour period between sessions, when there are at least two sessions.

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**Items specific to the Nature Director**

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**Desired Qualifications**

- Training and experience in environmental education and outdoor living skill activities (must be documented)
- Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages

**Responsible to:** Program Director

**Responsibilities**

1. Responsible for the development and execution of a creative nature program.
  - Know the plant and animal life present at Camp and be able to teach it to campers.
  - Assist group counselors and individual campers with planning projects and special learning experiences.
2. Set up nature area in Camp.
3. Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
4. Teach staff their responsibilities in activity during staff training when needed.

**Essential Functions**

- Basic knowledge of flora and fauna of Camp environment.
- Ability to create a nature curriculum
- Ability to give verbal instructions to campers.
- Ability to lead nature walks and trail hikes.

**Time Off**

Off after 8:00 p.m. until evening prayer. At any nonscheduled time you should report to the Program Director or Director.

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**Items specific to the position of Craft Director**

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**Desired Qualifications**

- Training and experience in creative nature crafts (documented)
- Ability to teach creative skills in a variety of areas of arts and crafts.
- Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages.

**Responsible to:** Program Director

**Responsibilities**

1. Responsible for the development and execution of a creative nature crafts program.
  - Know the proper use of the tools available to the Camp program and be able to teach it to campers.
  - Assist group counselors and individual campers with planning and completing their crafts projects.
2. Responsible for the supervision of campers and staff members while in the crafts area.
3. Set up crafts area during staff training if needed.
4. Teach staff their responsibilities in an activity during the staff training if needed.

**Essential functions**

- Able to maintain safety and of crafts area and equipment.
- Has general knowledge of tools and crafts and their uses.
- Able to inspire the creative spirit of campers.

**Time Off**

Off after 8:00 p.m. until evening prayer. At any nonscheduled time you should report to the Program Director or Director.

# Redwood Adventure Camp

## Summer Staff Job Descriptions - Counseling Staff

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### **Items specific to the position of Kitchen Assistant**

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#### **Desired Qualifications**

- Desire to work in the food service area
- Ability to read menus, weights, and measures
- Experience and/or training in cooking, especially for large groups

**Responsible to:** Kitchen Manager

#### **Responsibilities**

1. Help in any area of kitchen or dish room as requested by kitchen manager.
  - cut, peel, wash vegetables/meats;
  - prepare breads and cookies;
  - fry, boil, broil, roast, barbecue meat, poultry and/or vegetables.
  - prepare soups and gravies.
  - short-order cook, bake or butcher as needed.
  - function as general all-round cook for all meals and special events.
  - weigh and measure foods;
  - carry pans, pots, etc.;
  - store food;
  - clean utensils and area;
  - distribute food and supplies;
  - wash pots by hand or machine, as needed; and
  - clean ovens, stoves, and refrigerators.
2. Prepare boxes with plates, bowls, silverware, serving utensils, etc.
3. Clean tables and wet down area before each meal.
4. Check with groups during the meal to see that needs are met.
5. See that bins and sponges for clean-up are prepared and available at each meal.
6. Gather dirty dishes into the dishroom.
7. Help unload, store and move supplies.
8. Take out trash from kitchen.
9. Sweep and mop kitchen.
10. Straighten counters and clean after each meal and, if assigned, at the end of the session.
11. These are not the only duties to be performed. Some duties maybe reassigned and other duties may be assigned as required.

#### **Essential Functions**

- Able to carry and move large pots
- Able to maintain good bodily hygiene
- Able to work within a rigorous schedule

#### **Time Off**

One period per day to be coordinated with the Kitchen Manager. Off in the evening after kitchen requisitions are filled and prep work is done for the morning, or at 8:00 p.m., until evening prayer.

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**Items specific to the Maintenance Assistant/Relief Counselor**

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**Desired Qualifications**

- Desire to work in a variety of different settings to maintain the cleanliness and efficiency of the Camp facilities.
- Ability to teach skills and supervise campers in a variety of activities

**Responsible To:** Maintenance Director/Program Director

**Responsibilities**

1. Responsibilities for the immediate care, safety and supervision of the campers while relieving counselors for their time off (see counselor responsibilities).
2. Responsible for the regular care and cleaning of grounds and buildings and disposal of garbage under the guidance of the maintenance director.

**Essential Functions**

- Able to meet the responsibilities listed for group counselor.
- Able to self-motivate, and work independently as instructed by the maintenance director.
- Ability to complete various tasks and chores required for the maintenance and daily operation of Camp.
- Able to use equipment and tools
- Have physical strength to lift heavy objects like full garbage cans, dig post holes, load and unload supplies including hay.

**Time Off**

Off after 8:00 p.m. until evening prayer or one period in the day if they have a relief group during the evening time period.

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**Items specific to the Lifeguard/Maintenance Assistant/Relief Counselor**

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**Desired Qualifications**

- Desire (and training/certification) to work at the various swimming holes along the Eel River.
- Ability to supervise campers and staff during swimming and water play activities.
- Desire to work in a variety of different settings to maintain the cleanliness and efficiency of the Camp facilities.
- Ability to teach skills and supervise campers in a variety of activities

**Responsible To:** Maintenance Director/Program Director

**Responsibilities**

1. Responsible for the direct supervision and safety of campers and staff during swimming, Polar Bears, and Water Olympics.
2. Responsibilities for the immediate care, safety and supervision of the campers while relieving counselors for their time off (see counselor responsibilities).
3. Responsible for the regular care and cleaning of grounds and buildings and disposal of garbage under the guidance of the maintenance director.

**Essential Functions**

- Able to meet the responsibilities listed for group counselor.
- Able to self-motivate, and work independently as instructed by the Maintenance Director, Program Director, and/or Director.
- Ability to complete various tasks and chores required for the maintenance and daily operation of Camp.
- Able to use equipment and tools
- Have physical strength to lift heavy objects like full garbage cans, dig post holes, load and unload supplies including hay.

**Time Off**

Off after 8:00 p.m. until evening prayer or one period in the day if they have a relief group during the evening time period.



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**Items specific to the Horse Program Assistant**

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**Desired Qualifications**

- Desire and ability to work comfortably and safely around horses

**Responsible to:** Horse Program Director

**Responsibilities**

1. Accompany the Horse Program Director on all rides.
2. During horse rides, assist Horse Program Director in training and supervision of campers around the horses.

**Essential Functions**

- Able to work within a rigorous schedule
- Able to work comfortably and safely around horses

**Time Off**

One period per day to be coordinated with the Horse Program Director.