Summer Camp Counselor

Job Family: School FLSA: Non-Exempt
Salary Grade: Hourly Type: Part-Time
Reports to: Latch Key/Summer Camp Site Supervisor Status: Non-Rostered

This position is responsible and dedicated to the church and school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. As a member of the team, this person will use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry.

<u>Position Summary:</u> The Summer Camp Counselor, under the supervision of the Summer Camp Site Supervisor, shall support and work with the children in the Summer Camp program in accord with policies set forth by the Children's Ministry Program at Trinity and the State of Michigan.

Key Duties:

- O Supervise children's activities in all designated areas/rooms at camp and on field trips
- o Participate in and interact with children and activities
- o Assist with distributing snacks and clean up after
- O Assist in "crisis situation" ex: fire, tornado, lock down
- o Clean up of all camp room facilities including tables, chairs, toys, gym, etc.
- o Insure that all security, safety and operational guidelines are being followed
- o Insure that all workers provide a safe, nurturing and fun environment that encourages Christian attitudes and behavior
- Participate in Ongoing training of camp counselors as regulated by licensing
- o Communicate with parents and be supportive of their needs
- O Sees to the proper use and care of buildings, grounds, supplies, and equipment
- o Conducts other duties related to the aide's duties as assigned by the Site Supervisor and/or principal of school.

Additional Duties:

- Assist with electronic sign in/out procedures
- o Insure that all children transfer from session to session in a safe and orderly manner
- o Properly complete Behavior and Accident reports
- Help lead prayer with children and able to provide Christian care and support

Minimum Requirements:

- o 18 years of age
- o Good health, high moral character, and good attendance record
- Must possess good communication skills
- Must continually work to build integrity in themselves and encourage a team atmosphere
- o Must be able to take responsibility and criticisms' from others in a respectful and professional manner
- o Know, rehearse, and be able to execute basic first aid, CPR, and emergency procedures
- Must maintain a pleasant personality, be approachable by others and assist wherever needed
- o Must be honest, hard-working, self-starter, organized
- A person of spiritual maturity, deeply committed to Christ and maintains an active Church life
- Pass a background check