

PRESBYTERY OF EASTERN VIRGINIA

MAKEMIE WOODS - SUMMER CAMP JOB DESCRIPTION

Cooperation Coach

Qualifications:

- 1) Minimum of 18 years of age.
- 2) Completed at least one year of college.
- 3) Willing to learn camping, counseling, and Biblical skills necessary for participation in camp program.
- 4) Be a member of a Christian church and willing to share faith with others.
- 5) Willing to devote him/herself to the complete camp experience.
- 6) Certification in American Red Cross (or equivalent) First Aid and Adult and Child CPR prior to the beginning of camp

Responsible to:

The Camp Director, Assistant Director, and Program Director

Essential Functions:

Works with children who may be experiencing difficulty fitting into the camper group, having behavioral problems, and those who are homesick. Must have visual and auditory skills necessary to supervise children both up close and from a distance.

Preparation (before coming to staff training):

- 1) Prepare for this assignment first of all with prayer.
- 2) Master the camp manual of operations, including knowledge of all policies and procedures.

Christian Responsibilities:

- 1) Strive to make every aspect of camp life a Christian growth activity.
- 2) Assist in leading worship when requested.
- 3) Make prayer and personal growth a part of daily activities.
- 4) Maintain an attitude of committed maturity and strive to be positive Christian example to campers and staff.
- 5) Strive to be sensitive to the particular needs of campers and staff, being constructive in discipline, helpful in critique, and enthusiastic in compliments.

General Responsibilities:

- 1) Assist camper and camper groups in fostering community and a positive camp experience.

Specific Responsibilities:

- 1) Assisting counselors with campers who are having behavioral problems or who may be homesick; and following up with the counselor at an appropriate time.
- 2) Filling out incident reports as needed and following up on reports filled out by other staff.
- 3) Contact and follow up with parents as necessary.
- 4) Attempt to familiarize him/herself with all campers, as able.
- 5) Be proactive; taking part in the camp program as a whole and rotating between groups to be aware of group dynamics, whether or not group is having problems.

- 6) Communicating with counselors and directors on a regular basis to assist with campers, including advice on how to handle situations.
- 7) Attends staff meetings and reports to the director, asst. director, program director for matters he/she cannot handle alone.
- 8) May serve as a relief counselor when circumstances permit; these responsibilities may include, but are not limited to, relieving other counselors so they may have a break, assisting in program areas, washing dishes and/or packing cook-out orders.
- 9) Carries out any other appropriate task assigned by the Director, Asst. Director, and Program Director.
- 10) Completes end of session and end of season evaluation sessions.