

PRESBYTERY OF EASTERN VIRGINIA

MAKEMIE WOODS - SUMMER CAMP JOB DESCRIPTION

Waterfront Director/Trip Counselor

Qualifications:

- 1) Must be at least 21 years old, with a valid Driver's license and good driving record.
- 2) Has worked at Makemie Woods or similar camp for at least one summer.
- 3) Skills in canoeing, hiking, and other trip experiences.
- 4) Be a member of a Christian church and willing to share faith with others.
- 5) Be certified in Lifeguard training and Canoe Instruction, First Aid, adult and child CPR before camp begins

Responsible to:

Camp Director, Assistant Director, and Program Director.

Essential Functions:

Must perform lifeguard functions in accordance with the American Red Cross, and be able to effectively teach and demonstrate canoe strokes and rescue techniques. Must be able to drive a 15 passenger van with canoe trailer attached, and be able to load canoes on and off the trailer.

Preparation (before coming to staff training):

- 1) Prepare for this assignment first of all with prayer. The position is one of Christian leadership, through group leadership.
- 2) Master the camp manual of operations, including knowledge of all policies and procedures.
- 3) Read assigned book about camp counseling

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.

Specific Responsibilities:

As Waterfront Director

- 1) Supervise the use of canoes and rowboats as scheduled by the Asst. Director.
- 2) Be on duty as a lifeguard whenever a group is using the boats, going with the group when necessary.
- 3) Instruct the campers in the safe use of the equipment and proper techniques for paddling, steering, and righting. Establish and enforce appropriate rules.
- 4) Maintain all equipment, in cooperation with the Camp Director.
- 5) Assist with the administration of swim tests when feasible.

As Trip Counselor

- 1) Check condition of all camping equipment needed for trips, including canoes, paddles, life jackets, tents, cook kits, stoves, etc.
- 2) Work with Director and Program Director to coordinate schedule for trips.
- 3) Train groups in proper skills needed for their trip.
- 4) Check out equipment to each group prior to their trip and check it back in, making sure that it is all accounted for and in clean condition.
- 5) Accompany each trip as third leader or make sure that a competent leader goes with each group.
- 6) Serve as driver, if needed, for groups leaving the site.
- 7) Report to Assistant Director equipment needs, damage and breakage. Help with repair if possible.
- 8) Seek assistance from other staff when needed.
- 9) Accept other responsibilities, as assigned by Director, that do not interfere with other duties.
- 10) At end of summer, make sure all equipment is returned and is stored properly. An inventory is turned into the Resident Manager.
- 11) Participate in closing evaluation sessions.
- 12) Serve as a relief counselor when assigned. 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.
- 13) Perform any other appropriate tasks as assigned by the Director, Asst. Director, and Program Director.