


Title- SR Camp Assistant Counselor-Staff (804)		
Reports To: Sr Camp Lead Counselor in your dorm		
Job Description: Responsibilities include: assisting Dorm Counselors with campers, spending one-on-one time with specific campers, or just being an “extra hand” for counselors; assisting camp staff wherever needed. Coordinates with the assigned Counselor and Dorm Parent to assist dorm in any way they need Runs Activity separate from dorm during activity periods.		
Job Description: The Main Responsibilities include: <ul style="list-style-type: none">• Assisting Dorm Counselors with campers (see details below)• Working in a daily activity area as assigned.		
Schedule Related Details: Before Camp: <ul style="list-style-type: none">• Connect with and be praying for your counselor and dorm parent(s)• Learn your campers names & pray for them before they arrive (you will be sent names & photos before camp)• Review curriculum and become familiar with theme and talking points• Review packing and secondary packing list<ul style="list-style-type: none">◦ Bring supplies as needed for your campers age range• Coordinate with your Lead Counselor to bring treats or snacks for campers During Camp: <ul style="list-style-type: none">❖ Attend Trainings/Meetings<ul style="list-style-type: none">• Attend Staff Training before campers arrive• Get campers up, ready and to breakfast by 7:30am with help of Dorm Parent while the Lead Counselor is in a 7:00am Staff Meeting• Attend Assistant Counselor/Activity Staff Meeting at 7:35am sharp (The Dorm Parent will watch the dorm in the transition while the Lead Counselor joins the dorm after their Staff Meeting.❖ Be ever mindful of following the “Never Alone” policy: Never be alone in non-public view with any number of minors.❖ Help the Parents feel confident about leaving their kids at camp<ul style="list-style-type: none">• Meet & greet parents as they are dropping off their campers• As it comes up naturally, help parents feel confident that at SEP So Cal we emphasize camper safety, we don’t allow bullying, we encourage participation by all campers but are sensitive to health & emotional conditions, we have an excellent medical staff.• Make sure the parents got a copy of the “Sep So Cal Parent’s Guide” which will give them contact info and instructions.❖ Join the Counselor in setting a positive & friendly tone for your dorm<ul style="list-style-type: none">• Help guide campers in get-to-know-you activities on 1st day of camp.• Discourage “clicks” and encourage kids to mix with those they don’t know.❖ You are the secondary guardian of your dorm.<ul style="list-style-type: none">• Get Campers up, ready and to breakfast by 7:30am (see section above)		

- When you're not leading an activity, assist the counselor in getting the campers from one activity to another in a timely manner
- Help the counselor bring in teachable moments to the day's activities
- Sit and stay with dorm during meal times
 - Monitor their behavior to assure they are clearing table and cleaning up after themselves.
 - Be sure not to get into too deep into conversations with other adults that your campers are unsupervised
 - Enforce the "Dining Hall" policies in the manual
- Help create an respectful atmosphere of learning during morning Chapel
 - Highly encourage a restroom break BEFORE going into Chapel
 - Have one adult sit on the end of each row during Chapel
 - If a camper needs to go to the restroom during Chapel, they must have a buddy and they must let a counselor or Dorm Parent know they are leaving.
 - Encourage camper participation during Chapel if appropriate
 - Keep campers get up during worship to dance or go forward to the stage, just keep an eye on them
- Help counselor run dorm meetings & devotions as invited to do so
- Help include the dorm parent in as many activities as you can
- Assist counselor in following & enforcing the "Lights Out Policy" in the manual
- Support the counselor in following & enforcing the "4 Strikes Policy" in the manual (never contradict the Lead counselor publicly. Be sure to discuss things in private.)

❖ **Assist in caring for the physical well-being of the campers**

- Help remind camper so stay hydrated, to eat and to sleep
- Assist the counselor in reminding campers who need to take medicines to visit Health Center (you will get a list from the nurse of which campers have medical needs.)
- If needed, accompany campers to the Health Center while maintaining the Never Alone policy
- Potentially chaperone a visit to Hospital or Health Facility off campus if needed -- or have assistant or Dorm Parent fulfill this need

❖ **Note: Your primary responsibility during activity periods is to the activity, not the dorm.** Once the activity period is over, your primary responsibility switches back to the dorm. Please always check with your Lead Counselor before taking a break. You are either on duty with your activity, reporting to your activity head, or to your lead counselor – unless released to take a break.

❖ **Follow Closing Day Check-out Procedures:**

- During closing meeting on Saturday, stay with your dorm until the very end to assure the safe handover of ALL campers back to their guardians. All guardians will sign for campers and you will be give them their electronics back at that time.
- Responsible for turning in all Camp Inventory (ie...walkie talkie, notebooks, clipboards, dorm decoration bins, fans, electric cords, any borrowed bedding)
- Responsible for turning in Signed camper release forms to Operations Director Prior to leaving campus at the end of camp.