


Title- SR Camp Lead Counselor-Staff (802)	
Reports To: Counselor Support -Department Head	
Job Description: Main Responsibilities include: <ul style="list-style-type: none"> • Caring for the physical and spiritual health and well-being of a group of campers as the primary guardian of the dorm for the entire week (see details below); • Working closely with an Assistant Counselor providing opportunities for them to lead as appropriate; • Coordinating with the assigned Dorm Parent to assist dorm in any way needed 	
Schedule Related Details: Before Camp: <ul style="list-style-type: none"> • Connect with and be praying for your assistant counselor(s) 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 • If appropriate work with your Assistant and Dorm Parents in regards to bringing 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 • Attend Lead Counselor Staff Meeting at 7:00am sharp • Relieve Asst. Counselor of supervising the dorm at 7:30am so they can attend the Asst. Counselor Staff Meeting at 7:35am ❖ Be ever mindful of following the “Never Alone” policy: Never be alone in non-public view with any number of minors. ❖ Help 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. ❖ Set a positive & friendly tone for your dorm <ul style="list-style-type: none"> • 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 primary guardian of your dorm and are responsible to: <ul style="list-style-type: none"> • Arrive at activities ready and on time. • Remind campers to use the restroom prior to activities • Bring in teachable moments to the day’s activities • Sit and stay with dorm during meal times <ul style="list-style-type: none"> ◦ 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
- Run dorm meetings & devotions with assistance from Assistant Counselor(s) & Dorm Parent(s)
- Include dorm parent in as many activities as you can
- Follow & enforce the “Lights Out Policy” in the manual
- Follow & enforce the “4 Strikes Policy” in the manual
- ❖ **Care for the physical well-being of the campers**
 - Remind camper so stay hydrated, to eat and to sleep
 - Remind campers who need to take medicines to visit Health Center (you will get a list from the nurse of which campers have medical needs.)
 - Arrange for someone to accompany them 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
- ❖ **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.