

Camp Counselor/Lifeguard Job Description

Job Title: Camp Counselor/Lifeguard

Department: Legendary Lodge

Reports To: Camp Manager

FLSA Status: Temporary

Purpose: The Legendary Lodge Summer Camp Counselor carries out the work needed to provide an excellent camping experience in a distinctly Catholic Setting. Summer Camp Counselors must work well with other counselors in a positive and safe manner, cultivating an environment of Christian Service. Summer Camp Counselors are responsible to care for and serve the campers in their charge with support from fellow counselors and direction from the Summer Camp Manager. Summer Camp Counselors have many other duties related to running the programs of the camp and are expected to bring great energy and enthusiasm to their work.

Essential Duties & Responsibilities:

Camper Care

Spiritual Needs

- Assist and instruct campers who are not familiar with Catholic/Christian prayer and/or practices.
- Promote an atmosphere of Christian cooperation among the campers.
- Strive to be a positive Christian influence at all times and be Christ's witness in all your ways and works.
- Engage in/respond to conversation and/or questions around the spiritual life and/or the Catholic Faith.

Physical Needs

- Maintain awareness of and ensure camper safety in all circumstances.
- Ensure your campers are practicing good hygiene, sleeping habits, and eating habits while at camp.
- Be aware of campers' medical needs. Ensure medication times are followed. Administer first aid if needed.

Emotional Needs

- Establish a rapport with each camper as possible.
- Treat all campers fairly and show loving concern for all aspects of their welfare.
- Strive to build self-esteem and self-value in each camper.
- Provide opportunities for discussion of individual or group problems/concerns.
- Teach your cabin group to be inclusive, positive and sensitive to each one's needs.

Program Activities

- Be involved/participate in all camp activities, whether leading or not.
- Lead activities such as games, mealtime singing, and worship or campfire aspects as assigned.
- Assist with leading activities such as crafts and nature activities upon request.
- Supervise campers every day, including cabin clean-up, quiet time, evening activities, meal times, cabin activities, camper choice time, and getting ready for bed, etc.

Camper Discipline

- Understand, follow, and enforce all camp policies and standards.
- Make sure that your campers are behaving in an appropriate manner during all activities.
- Encourage respect for the property of others and for the camp's facilities and equipment.
- When necessary refer discipline problems to the Camp Manager.

Lifeguard Duties (if applicable)

- Holds valid Red Cross Lifeguard certification (or equivalent).
- Maintains constant surveillance of campers during swim time; acts immediately and appropriately to secure safety of campers in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Performs various maintenance duties as directed to maintain a clean and safe facility.

General Responsibilities

- Be a positive Christian influence at all times and provide personal guidance to campers when needed.
- Be with your campers at all times unless on break
- Be responsible for the stewardship of all camp facilities and equipment.
- Represent the camp and its mission in a positive manner.
- Reflect in attitude and actions that your position is an opportunity to further the mission of Legendary Lodge and to be in service to Christ found in each camper.
- Assist in daily and weekly clean-up assignments.
- Engage in positive rapport with campers' parents.
- Assist other staff in any task that may require help.

Competencies:

Better Health

We develop ourselves and others by continually improving health through all aspects of physical and mental well-being.

Service

We are committed to customer service excellence. We are attentive to detail and accuracy and we look for improvements continuously. We monitor quality levels, find root cause of quality problems, and own/act on quality problems.

Collaboration

We work well with others and display team-oriented behaviors in all our interactions; we actively work to create a win-win environment, and we treat customers and other partners with respect.

Innovation

We generate new ideas and challenge the status quo. We support change, solve problems creatively, and encourage creativity in others.

Caring

We actively demonstrate concern for others, and we show respect for our customers, coworkers, and business partners.

Integrity

We deal with others in a straightforward and honest manner. We are accountable for our actions; we maintain confidentiality, and we behave in a manner consistent with the company's Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Quality

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:*Minimum Requirements:*

- Must be at least 19 years of age and have completed one year in a post-secondary educational program.
- Must have familiarity/experience working /volunteering with children and/or teens in faith-based setting
- Relevant volunteer and work experience will be considered.

Job Requirements:

- Fully contribute with the Legendary Lodge Summer Camp Counselor Team to:
 - engage in daily counselor prayer each morning before campers rise
 - clearly communicate campers needs to appropriate camp personnel
 - lead activities with/for campers
 - participate creatively in group skits and presentations
 - facilitate indoor and outdoor games
 - facilitate cabin activities
 - participate in liturgy and camp music
 - engage in camp operations tasks as assigned
- Practicing Roman Catholic, living a genuine and recognizable life of faith. With no bias toward the Church and willing to work cooperatively in its endeavors especially those specific to the Bishop of Helena and the mission of Legendary Lodge.
- Ability and desire to contribute in high energy, outdoor and youth-oriented work environment.
- Ability to accept supervision, guidance and constructive criticism from fellow counselors, Legendary Lodge Management Staff and the Director of Faith Formation Services.
- Exhibit qualities of Christian Character, participate in prayer and service.
- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedures.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.