



HIDDEN VALLEY

COMMUNITY CHURCH

Hidden Valley Community Church

605 Bennett Road
Dodgeville, WI 53533

Day Camp Counselor Job Description
(Rev. 04/18)

Responsible To: Day Camp Director

Responsibilities:

1. Be a role-model to the campers, parents and other staff. This is done by showing Christ in every word and action.
2. Assume responsibility for campers's safety and health, while providing them a safe, fun and educational camp experience. This will include both large group activities as well as supervision of a group of 6 or more campers.
3. Develop programs that meet the specific needs of the campers in your group and encourage their participation in both group and all-camp activities.
4. Lead and/or assist with leading all program activities (e.g. Chapel, Archery, etc.)
5. Lead and/or assist with leading other activities. (e.g. Check In/Out, Specials, etc.)
6. Lead all specialized programs (e.g. Aquatics, Trips, etc.) in a safe, effective manner, according to the stated policies of Hidden Valley Community Church, as required.
7. Learn and implement effective behavior modification techniques and determine when to call for additional help, as needed.
8. Learn to work with and respect campers and staff from differing backgrounds and abilities. This may include modifying programs to promote successful inclusion.
9. Complete pre-camp/post-camp correspondence on time as well as necessary attendance and demographics forms.
10. Respect the confidentiality of campers related to issues such as health, behaviors and other issues that may arise.
11. Work with others to ensure a safe camping experience for all campers. This includes assisting in camp emergencies or other situations as directed by administrative staff.
12. Assume other duties as requested by the administrative staff as the need arises.

Minimum Qualifications:

1. Minimum 18 years of age.
2. Completion and filing all required paperwork, including: Youth Ministry Description, Job Description, Staff Application, financial documents (e.g. W-2), etc.
3. Successful completion of a Background Information Disclosure Form, as required by Wisconsin State Law.
4. Agreement to be selected for drug screening, if requested.
5. Experience with children in either camping or child care settings is preferred.
6. Experience with children with disabilities is preferred.
7. Ability to be in attendance the entire season, unless serving as a Volunteer.

8. AED/CPR/First Aid certification required. (This will be provided, if needed.)

Physical Qualifications:

1. Physical, visual, auditory, communication and cognitive abilities to provide guidance to campers, staff and parents and to participate meaningfully in all aspects of the camp program.
2. Ability to stand or walk for 2-3 hours consistently throughout the day.

Training:

1. Hidden Valley Community Church will provide a five-day Pre-Camp Staff Training program for all paid employees. At this time, we will cover emergency procedures, child abuse awareness and reporting, health policies, personnel policies, etc. All paid employees are required to be in attendance for the entire program. Staff who are unable to attend the Pre-Camp Staff Training MUST schedule a time to meet with the Day Camp Director and go over the material prior to the start of their employment.
2. Day Camp Counselors are required to be certified in AED, CPR and First Aid. Staff who do not have these certifications will have the opportunity to participate in a Red Cross certification program during the Staff Training program.
3. Day Camp Staff who require additional certifications (e.g. Lifeguards) will work with the Day Camp Director to schedule trainings prior to the start of the camping season.
4. Other trainings will be offered, as needed.
5. In-Service Trainings will be scheduled periodically throughout the Summer Camp season to address topics of concern, issues that have arisen and other areas which will improve the overall quality of the program. All paid staff will be required to attend these trainings.

Salary and Benefits:

1. Day Camp Counselors will be paid bi-monthly at a base salary of \$400.00 per week. Returning Staff and new Staff who sign up with current, valid certifications in American Red Cross First Aid, CPR, AED, Lifeguard, WFA, etc. may be eligible for a per-week raise. (Please contact the Day Camp Director for more information.)
2. No benefits are provided with this position.

Limitations:

1. Staff are responsible to pay for their Red Cross certifications. Staff who successfully complete their contract will be reimbursed for the cost of the certifications. Staff may choose to deduct the fees for the certifications from their initial paycheck.
2. Staff are not paid for the Pre-Camp Staff Training program. Staff who successfully complete their contract will be provided an end-of-season bonus equal to one week's salary to cover their Staff Training period.
3. Staff may be charged for materials and/or facilities damaged by their actions or inaction and other fees incurred during their employment. These fees will be deducted directly from their final paycheck.
4. Staff who decide that they are unable to finish their contract are requested to provide a minimum of two weeks notice prior to leaving to ensure proper ratios remain in place.
5. Hiring for the position constitutes an agreement with all of the terms and conditions as outlined above. Unwillingness to accomplish or failure to abide by the conditions as set forth in this document will constitute a voluntary resignation from the position on your part.

6. Employment with Hidden Valley Community Church is on an at-will basis and may be terminated at any time, with or without cause.

I have read and understand the Job Description for the Day Camp Counselor position. By signing below, I indicate that I am capable of performing the job duties described herein and agree to the terms of employment. I also acknowledge that this information is provided as part of the hiring process and does not constitute an actual offer of employment.

Employee/Volunteer Signature

Date

Please send in to Hidden Valley Community Church – 605 N Bennet Rd. Dodgeville, WI 53533