



**Job title: Summer Staff Team Counselor**

**Department: Program**

**Reports to: Family Camp Summer Staff Coordinator**

**Position Summary:** Facilitate healthy community living by helping each summer staff employee leave Sandy Cove more like the image of Jesus Christ by building relationships, providing leadership, accountability and creating fun for Sandy Cove Ministries' summer staff employees.

**(Note: This role is filled by two people, male and female, and responsibilities can be divided based on talents and experience.)**

**General Purpose:** To assist in Sandy Cove Ministries summer staff employee's spiritual development and leisure activities so that they may grow in their relationship with God.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Must love working with youth!
- Must be at least 23 years of age or older

**Position Responsibilities:**

- Personal daily devotion/quiet time
- Must live on-site between the months of early June until late August to Labor
- Develop a strategy to fulfill positions' purpose and goals that work within the culture of Sandy Cove
- Create bible studies for staff to help transform them more into the image of Jesus Christ
- (If needed) learn the culture of Sandy Cove and summer program schedule
- Assist in ensuring that summer staff are held accountable to all Sandy Cove rules and policies (ex: curfew, cabin inspections to encourage cleanliness)
- Help foster a sense of community among all summer staff across department "lines" by organizing fun social activities and effectively communicating events throughout summer
- Help those in need of adjusting to new living situation and work assignments
- Be available or readily contacted for staff in event of crisis
- Assist in facilitating any necessary cross-training of summer employees
- Assist with facilitation of the all-summer staff orientation
- Help staff "check-in" on arrival dates and "check-out" on scheduled departure dates
- Use Sandy Cove vehicles to provide transportation for staff to and from airport as needed.
- In the event that a summer staff employee needs to see a doctor/hospital; drive to appointment and organize

- Help coordinating summer staff assisting in other departments when necessary
- Assist summer staff end of summer housing moves.
- Perform any other reasonable request as assigned.

**Essential skills and experience**

- Excellent social, communication and relational skills.
- Ability to work with minimal supervision and takes initiative
- Proven ability to work with people from many diverse backgrounds
- Ability to lead others and encourage all to be involved in social activities
- Creative
- Ability to work well in a team environment
- Prior youth work experience

**Nonessential skills and experience:**

- Desire to grow personally, professionally and spiritually
- Experience working in Not-for-Profit camps or conference centers
- Ability to lead worship (preferred but not necessary)

**This position works within a team environment with the Family Camp Director and works closely with the Human Resources Department.**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, talk or hear. Specific vision abilities required by the job include vision.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 2-16-21**