



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Head Counselor

LOCATION: Three Trails Camp

JOB CODE: 5

CLASSIFICATION: Seasonal

DATE: October 2023

REPORTS TO: Divisional Youth Secretary

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Head Counselor is responsible for program and counseling leadership 12-16 counselors and assigned support staff. The Head Counselor give support and guidance for camper and staff discipline when needed. The Head Counselor coordinates counselor's activity rotation. They will encourage attendance at staff devotions and attend meetings as scheduled by the DYS. Head Counselors work with aquatics, nature, crafts, ropes, archery, health services, and DYS in guiding staff in complying with camp guidelines (curfews, procedures), goals, and objectives.

Essential Functions:

- Attend program planning sessions and leadership training week
- Provide leadership to counselors and campers per session
- Partake in nightly curfew checks, cabin lockdown.
- Lock up and turn off lights in program meetings spaces every night during cabin checks.
- Assist with coordination of daily programming, and worship services.
- Monitor daily time off for Counselors
- Share in Counselor's responsibilities for campers
- Provide support and guidance for discipline of campers and counselors
- Give supervision to counselors for cabin/property cleanliness and safety
- Attend to pre-camp preparation of Program: office, equipment, recreation areas, and lodgings
- Maintain Program buildings and property; turn in work requests to Maintenance Department.
- Assist with supervision of your assigned lodging, (lights out, doors locked, curfew compliance and camp guidelines)
- Assist in preparation and implementation of evening programs

- Assist with camper check-in and continue to monitor camper and staff health needs daily
- Support by assisting in classes and camper interaction

Other Duties

- Attend all staff meetings.
- Participate in and encourage attendance at staff devotions, outings, and worship services.
- Maintain a servant attitude; function as part of the ministry leadership team
- Provide assistance to counselors in evening cabin devotions.
- Complete incident reports for any incident involving campers and staff
- All other duties as assigned

Minimum Qualifications:

Education: High school or equivalent required; minimum 1-year college preferred

Experience: Minimum 1-year previous experience as Camp Counselor; some supervisory experience preferred

Certifications/Licenses: None

Skills/Abilities:

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually
- Minimum age of 21 preferred
- Able to relate God’s handiwork through various activities and in relationship with the Word of God in programming initiatives
- Able to live on camp grounds throughout duration of employment. Good communication and interpersonal skills
- Demonstrated ability to use initiative and be a self-starter
- Attention to detail
- In agreement with the philosophy, goals and objectives of The Salvation Army Three Trails Camp and Conference Center
- A positive attitude and the ability to be flexible in light of changing job situations/priorities
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry

Supervisory Responsibility:

This position does have authority to assign and check work of other employees. This position may recommend employment status changes to a supervisor, but not make disciplinary decisions and will not formally evaluate performance of other employees. (Lead/Shift Lead)

Safe from Harm Level: 2

Bloodborne Pathogen Level: 2

Physical Requirements: Include light physical work; remain stationary for some periods of time; use hands and fingers; communicate; move; occasionally required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands; vision, hearing, and speaking. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Travel: None required.

Driving: Must possess a valid driver's license from the state of residence. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: The work environment for this position includes an office and outdoor environment with a low to high noise level.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date