

Lake Nixon Summer Day Camp (NSDC)

Job Description: Camp Counselor

Job Title: LNSDC Counselor
Classification: Nonexempt (Seasonal)
Reports to: Camp Director (Primary), Lake Nixon Outdoor Center Executive Director and other administrative staff (Secondary)

Position Purpose:

To further the mission of LNSDC by serving as a primary caregiver for campers. Responsible for planning, teaching, coordinating, and carrying out activities and guide campers in their personal growth.

Lake Nixon Outdoor Center is a ministry of Second Baptist Church, downtown Little Rock. All applicants are encouraged to visit the church website and social media (www.2bclr.com and Facebook @2bclr) to become familiar with the congregation, its Christian faith, and its commitment to inclusion. Individual staff will not be required to engage in explicit religious instruction or proselytism, but all staff are expected to represent the church in their work by displaying the highest standards of professional conduct and personal care for campers.

Key Characteristics:

- Enjoy working with kids
- Be willing to learn new skills
- Maintain patience under pressure

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their cohorts, within activities and throughout the camp in order to meet the intended camper outcomes.
2. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
 - Maintain appropriate boundaries and professionalism with campers and fellow staff at all times.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.

- Responsible for leading and assisting with the teaching of activities.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas such as waterfront, outdoor living Skills, sports, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
- Adhere to all Covid-19 related regulations and guidelines as set forth by the Arkansas Health Department, The CDC and Lake Nixon Covid-19 protocols.
 - Be aware of and implement safety guidelines as outlined in Lake Nixon policies, Arkansas Health Department regulations and as communicated by the oversight of the Camp Director.
 - Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - Ensure that campers receive their medications as directed by health care manager.
 - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or Camp Director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
4. Be a role model to campers and staff in your attitude and behavior.
- Follow and uphold all safety and security rules and procedures as outlined in Lake Nixon Day Camp procedure and as directed by the camp administration.
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise daily programs, special events and other camp activities and camp functions.
- Fully participate in all pre-season staff training including any virtual training.
- Assist in the planning and implementation of any special events.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Relationships:

Counselors generally have regular relationships with kitchen staff, camp administration, and maintenance staff. It is helpful to identify the expectations of those relationships and communication between these groups of staff members.

Equipment Used:

Counselors may be asked to use tools and equipment associated with arts and crafts including scissors, tape dispensers and paper cutters, washer and dryer, sports equipment including air pumps, and specialty program equipment. During pre-camp, counselors may be asked to use tools such as shovels, paint brushes and hedge loppers.

Qualifications: (Minimum Education and Experience)

- Must be at least 18 years of age and a high school graduate.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels
- Be willing to be vaccinated for Covid-19
- Must successfully complete all background checks

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in designated camp program areas.
- Be willing to learn and incorporate new skills necessary to perform job functions
- Be will to both receive and provide constructive feedback as it relates to job performance
- Willing to participate fully in all assigned jobs as it relates to employment at Lake Nixon Summer Camp

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques or bring to the attention of Lake Nixon camp administration.

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- Possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of the LNSDC Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking and stretching; requires hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to work in a camp setting and work irregular hours with limited or simple equipment and facilities; and daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Lake Nixon Summer Day Camp does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.