

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION – Wonderland Camp and**  
**Conference Center**  
POSITION DESCRIPTION

**POSITION TITLE:** Assistant Counselor

**LOCATION/DEPT:** Wonderland Camp and Conference Center

**REPORTS TO:** Assigned Counselor

**OUTCOMES**

Assistant Counselors are to assist the Counselor with the cabin. They are charged with being a positive Christian influence for each of their 8-12 campers. Responsibilities include developing the camper's social, physical, intellectual, vocational, emotional and spiritual strengths, through group living experiences and personal interest.

**PRIMARY DUTIES AND RESPONSIBILITIES**

1. Attend general staff training week and read all materials mailed prior to training week.
2. Under Counselor supervision assist with leading an assigned group of campers in daily activities, which include but are not limited to:
  - a. Daily devotions related to the years' theme.
  - b. Instruction/guidance in cabin cleanliness and care of property.
  - c. Instruction/guidance on personal hygiene.
  - d. Instruction/guidance on table manners and conduct in dining hall.
  - e. Practical motivation in environmental awareness and responsibility.
  - f. Involvement in physical development and recreational activities.
  - g. Aquatic related activities.
  - h. Overnight camp-outs and other pioneering activities.
  - i. Arts and crafts skill development.
3. Be present with and give guidance to campers while on duty.
4. Give support by your actions to the program concepts of love, understanding and self worth of each person.
5. Inspect and ensure that assigned cabin is clean, safe and in good repair. Complete maintenance requests and return to the Program Manager.
6. Help protect the personal belongings of each camper from damage/theft.
7. Chaperone campers around camp always thinking of safety and guidance.

8. Complete American Camping Association/Title XX camper evaluations and Wonderland Camp camper evaluations.
9. See that the resident nurse cares for the health needs of each camper.
10. Maintain cabin first aid kit (seek replenishment from resident nurse).
11. Attend health orientation during general staff training and care for minor camper injuries as designated by the resident nurse.
12. Assist in camper classes and encourage participation.
13. Assist Unit Leader as assigned.
14. Support and be involved with camper chapels, staff devotions and staff meetings.
15. Maintain a servant attitude; function as part of a team.
16. All other duties as assigned.

### **RELATIONSHIPS**

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center. In these contacts, they act as a representative of the Army and its mission.

### **SUPERVISION RECEIVED**

Under the general supervision of the assigned Counselor with minimal freedom to plan, schedule and carry out responsibilities within established policies and guidelines.

### **PERFORMANCE MEASURES**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

### **EDUCATION**

- Current High School student.

### **EXPERIENCE**

- Involvement with Corps or church youth group.
- Should have some experience working with children.
- Should have experience working with minority, low income and at-risk groups.

### **COMPETENCIES**

- 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 16.
- Able to relate God's handiwork through various activities and in relationship with the Word of God in programming initiatives.
- Should be interested in God's creation, nature and outdoor activities.
- Current ARC CPR for the Professional Rescuer, and Standard First Aid.\*
- 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.
- An attention to detail

- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A commitment to support and promote the mission of The Salvation Army.

*\*Wonderland offers ARC CPR for the Professional Rescuer and Standard First Aid certifications at camp.*

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

This position is required to do light to heavy physical work. In order to successfully perform the essential functions of this position, the employee is regularly required to remain stationary for some periods of time; use hands and fingers; communicate; move; frequently required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The work environment for this position includes an office and outdoor environment with a low to high noise level.

**POSITION RANKING**

Position Ranking:                      TFT                      Exempt

**SIGNATURES**

\_\_\_\_\_  
SUPERVISOR/DATE

\_\_\_\_\_  
EMPLOYEE/DATE

Date: 6/06, 2/09, 1/10 Date Revised: 9/10

**THE SALVATION ARMY MISSION STATEMENT**

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.