

**THE SALVATION ARMY
METROPOLITAN DIVISION – Wonderland Camp**

POSITION DESCRIPTION

POSITION TITLE: SFSP/Senior Counselor
LOCATION/DEPT: Wonderland Camp and Conference Center
REPORTS TO: Camp Director

MISSION

The Salvation Army Wonderland Camp and Conference Center exists to support the ministry of the Salvation Army by providing the opportunity to experience Christ through focused programs in a natural, safe, camp conference environment.

OUTCOMES

The SFSP/Senior Counselor will ensure an efficient process to manage the state funded special food program. Working with the Lead Cook/Supervisor, a positive meal experience will be provided to each participant and administrative responsibilities will be effectively managed. As a member of Camp Leadership, this individual's duties will be integrated into the overall spiritual programming provided to camp participants.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Participate in leadership training week.
2. Provide supervision and instruction of SFSP meal counts.
3. Work with the Lead Cook/Supervisor to fulfill paperwork requirements for SFSP.
4. Maintain records on the following: Daily site reports, invoices, bills and food costs.
5. Maintain record of number of meals served.
6. Work with registrar on those qualifying for the SFSP food program.
7. Take accurate meal counts at every meal; breakfast, lunch and dinner.
8. Work with Lead Cook/Supervisor and shift cooks on quantity of food prepared and served.
9. Ensure all campers are served the appropriate size servings and complete meal.
10. Maintain a servant attitude; function as part of the ministry leadership team.
11. Assist with maintaining policies and procedures of your assigned lodging (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and devotions).

12. Display conduct in a professional manner and project a positive Christian image to others. This includes appearances as well as verbal communications and other behaviors.
13. 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.

Effective working relationships must be developed and maintained with Kitchen staff.

SUPERVISION RECEIVED

Under the direct supervision of the Camp Director with significant freedom to plan, schedule and carry out responsibilities within established policies and guidelines. Responds to the Divisional Youth Secretary, Food Service Supervisor and Program Manager.

Provides direction to camp participants.

EDUCATION

- Minimum 1 year college education or equivalent preferred.

EXPERIENCE

- Minimum 1 year previous experience as a camp counselor.
- Some supervisory experience.

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 18 preferred.
- Knowledge and skills in record keeping, very detail oriented,
- The ability to relate to and work with children and adults in a camp setting.
- The demonstrated ability to relate God's Word to children, families and adults through food service.
- Must live on the camp grounds throughout the duration of employment.
- Current CPR Standard First Aid.*
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self starter.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.

PHYSICAL DEMANDS/WORK ENVIRONMENT

This position is required to do light to moderate 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; occasionally required to position self to stoop, kneel or crouch; reach with and use arms and hands. Specific vision abilities required by this job include close vision, distance vision and ability to focus. Must be able to lift or move up to 40lbs. The work environment for this position includes a camp/kitchen environment with a medium to high noise level.

POSITION RANKING

Position Ranking: TFT Exempt

SIGNATURES

SUPERVISOR/DATE

EMPLOYEE/DATE

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.

Date: 2/10