

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

POSITION TITLE: Unit Leader/Senior Counselor
LOCATION/DEPT: Wonderland Camp and Conference Center
REPORTS TO: Program Manager

OUTCOMES

Unit Leaders are responsible for program and counseling leadership within their assigned unit of three to five counselors, assigned support staff, and approximately 18-45 campers. Leaders attend a leadership orientation session, assist in the general staff orientation, provide transportation leadership for campers on arrival and departure dates, give support and guidance for camper and staff discipline when needed.

The Unit Leaders helps coordinate evening programming with the Program Director. Leaders conduct assessment interviews with their staff, both at mid-season and end of season. They will encourage attendance at staff devotions and attend meetings as scheduled by the Program Director. Unit Leaders work with aquatics, nature, pioneer, crafts, ropes, archery, health services, and Program Director in guiding staff in complying with camp guidelines (curfews, procedures), goals, and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

Program Administration

1. Attend program planning sessions and leadership training week.
2. Provide leadership as Unit Leader to counselors, Assistant Counselors, and campers per session within own unit.
3. Partake in nightly curfew checks and cabin lockdown.
4. Assist with orientation of new staff members.
5. Assist with coordination of daily programming, and worship services.
6. Monitor daily time off for Counselors.
7. Share in Counselor's responsibilities for campers.
8. Provide support and guidance for discipline of campers and counselors.
9. Give supervision to counselors for cabin/property cleanliness and safety.
10. Distribute evaluation forms to counselors for each camper and complete processing for submission to Program Director.
11. Submit evaluation assessments from interviews with Unit Leaders, your unit Counselors, and Assistant Counselors.
12. Attend to pre-camp preparation of Program: office, equipment, recreation areas, and lodgings.

13. Maintain Program buildings and property; turn in work requests to Program Director.
14. Assist with supervision of your assigned lodging, (lights out, doors locked, curfew compliance and camp guidelines).
15. Assist in preparation and implementation of evening programs.

Camper Interaction

1. Assist with camper check-in at bus sites and continue to monitor camper and staff health needs daily.
2. Support by assisting in classes and camper interaction.

Other Duties

1. Assist with transportation of campers/staff.
2. Attend all staff meetings as called by the Program Director.
3. Participate in and encourage attendance at staff devotions, outings, and worship services.
4. Complete ARC CPR for the Professional Rescuer and Standard First Aid. *
5. Maintain a servant attitude; function as part of the ministry leadership team.
6. Conduct evening staff devotions on a regular basis.
7. Supervise staff lounge area for cleanliness and appropriate behavior.
8. Provide assistance to counselors in evening cabin devotions.
9. Complete accident reports for any accidents involving campers and staff.
10. All other duties as assigned.

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

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 Program Manager 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

- Minimum 1 year of college or equivalent.

EXPERIENCE

- Minimum 1 year of 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 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.
- Current ARC CPR for Professional Rescuer and Standard First Aid.
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self starter.
- An attention to detail.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland 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,

PHYSICAL DEMANDS/WORK ENVIRONMENT

This position is required to do light 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; 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

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

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.