

## Camp Gravatt Job Descriptions

**Job Title**                      Camp Director

**Reports to**                      Executive Director

**Position Purpose:** To further the mission of Camp Gravatt through the development and management of program, human resource, financial, marketing, and strategic operations

### **Essential Job Functions**

1. Design, deliver and evaluate camp program that meets the needs and interests of the camp's target populations and ensure delivery in a safe and quality manner.
2. Work with Marketing and Development Director to design and implement a marketing plan to increase camper attendance.
3. Implement human resource management practices to recruit, train and retain staff.
4. Manage property development and maintenance needs to ensure good stewardship of current resources and identification of future needs.
5. Supervise staff who oversee the daily operation of the summer resident camp including food service, program, business, camper and staff supervision and health care.
6. Ensure Camp Gravatt complies with all requirements to maintain accreditation with the American Camp Association.
7. Meet daily with assistant camp director to discuss issues and concerns.

**Other Job Duties:** Work with other areas of the Bishop Gravatt Center to promote overall mission of the organization. Maintain membership and involvement as appropriate with the American Camp Association and other professional organizations. Complete other duties as assigned by the Executive Director and Board of Trustees.

**Equipment Used:** Proficient in computer skills and related word processing, data management, and Internet computer software. Knowledge of most maintenance, office, and kitchen equipment.

**Qualifications:** Bachelor's degree and at least one year camp administrative experience required. Current driver's license. Must be at least 25 years old.

**Physical Requirements:** Ability to listen to others, observe others' actions, read text and information comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions.

## Camp Gravatt Job Description

**Job Title:** Assistant Camp Director

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

### Essential Job Functions

1. Develop and deliver with other staff a fun program that provides spiritual and personal development for campers.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
4. Assist in ensuring maintenance of ACA accreditation standards.
5. Assist in recruitment of campers.
6. Work closely with other full-time staff of Gravatt to ensure seamless delivery of programs and services.
7. Meet daily with camp director to communicate concerns and issues.
8. Act as director in the director's absence.
9. Manage Bunk1 system for communicating with families.
10. Coordinate mail delivery.
11. Coordinate shopping for camp supplies.
12. Assist Director and Office Manager with Camp Administrative duties during the summer.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director.

**Qualifications:** Previous experience in similar camp setting preferred. College degree or equivalent preferred. Must be at least 23 years old. Current driver's license.

**Physical Requirements:** Ability to listen to others, observe others' actions, read text and information comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions. Must be available to assist with preparations for camp prior to camp season.

## Camp Gravatt Job Description

**Job Title:** Director of Leadership Development

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp by coordinating all aspects of the Counselor in Training program and the Junior Counselor program. Assist in the management of the overall camp operation at the direction of the camp director.

**Essential Job Functions:**

1. Hire, supervise and evaluate Junior Counselors
2. Teach, supervise and evaluate CITs
3. Assist with transport of campers in emergency.
4. Run day to day camp operation if Camp Director and Assistant Camp Director are not present.
5. Serve as a substitute in program areas if necessary.
6. Assist in the recruitment of campers.
7. Work closely with other full-time staff of Gravatt to ensure seamless delivery of programs and services.
8. Assist in the management and care of the physical facilities and equipment in all program areas.
9. Split wood by hand.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director.

**Qualifications:** Previous experience in similar camp setting preferred. Prefer at least 21 years old. Current driver's license.

**Equipment Used:** Telephone, camera, computer, automobile.

**Physical Requirements:** Ability to listen to others, observe others' actions, read text and information, comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions. Must be available to assist with preparations for camp prior to camp season.

## Camp Gravatt Job Description

**Job Title:** Technology Director

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp by assisting in management of camp administration at the direction of the camp director.

**Essential Job Functions:**

1. Manage CampWise software including parent emails and daily newsletter.
2. Work with Marketing Director to assist with all social media for camp.
3. Coordinate photography including picture uploads.
4. Coordinate mail delivery.
5. Serve as a substitute in program areas and tent groups when staff members require time off or need special assistance.
6. Assist with transport of campers in emergency.
7. Coordinate shopping for camp supplies.
8. Assist with Leadership Development program.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Publish *Chigger Chatter*, a newsletter that goes home with campers. Participate enthusiastically in camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director.

**Qualifications:** Previous experience in similar camp setting preferred. Prefer at least 20 years old. Current driver's license.

**Equipment Used:** Telephone, camera, computer, automobile.

**Physical Requirements:** Ability to listen to others, observe others' actions, read text and information, comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions. Must be available to assist with preparations for camp prior to camp season.

## Camp Gravatt Job Description

**Job Title:** Waterfront Director

**Reports to:** Camp Director

**Position Purpose:**

To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

**Essential Job Functions:**

1. Plan, direct, and supervise a safe and fun waterfront program
2. Train and supervise lifeguards
3. Schedule staff for Waterfront duties
4. Manage the physical facilities and equipment in the waterfront program area

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Equipment Used:** Includes but not limited to the Blob, funyaks, canoes, waterfront safety equipment.

**Qualifications:** Must be at least 21 years old. Previous experience in residential camping desired. Current certification in first aid and CPR. Current certification in lifeguarding or equivalent. Prior experience in the development and delivery of recreational programs. Experience in supervising others especially peers is desirable. Experience guarding in natural water setting preferred.

**Physical Aspects of the Position:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

## Camp Gravatt Job Description

**Job Title:** Ropes Director

**Reports to:** Assistant Camp Director

**Position Purpose:** To further the mission of the camp through the development and delivery of Adventure and Discovery activities. Deliver activities that are safe, fun, and appropriate to the campers' age and abilities. Manage the physical operation of AD facilities and equipment. (If the camp AD director is different from the Bishop Gravatt Center AD director, s/he will work closely with the BGC AD director to manage physical operation.)

**Essential Job Functions:**

1. Plan, direct, and supervise a safe and fun AD program.
2. Ensure that camp staff and campers know and follow safety and educational procedures in AD.
3. Assist in the purchase, management and care of the physical facilities and equipment in the program area.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver, supervise and evaluate evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Equipment Used:** Adventure & Discovery equipment, including but not limited to low and high ropes and safety gear.

**Qualifications:** Must be at least 21 years old. Previous experience in residential camping desired. Current certification in first aid and CPR. Current certification in challenge course operation or equivalent. Prior experience in the development and delivery of recreational programs. Experience in supervising others especially peers is desirable.

**Physical Aspects of the Position:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

## Camp Gravatt Job Description

**Job Title:** Assistant Ropes Director

**Reports to:** Camp Ropes Director

**Position Purpose:** To further the mission of the camp through the development and delivery of Adventure and Discovery activities. Deliver activities that are safe, fun, and appropriate to the campers' age and abilities.

**Essential Job Functions:**

1. Deliver a fun adventure challenge program to campers.
2. Ensure that camp staff and campers know and follow safety and educational procedures in AD.
3. Assist in the management and care of the physical facilities and equipment in the program area.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver, supervise and evaluate evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director, assistant camper director or camp Adventure & Discovery director.

**Equipment Used:** Adventure & Discovery equipment, including but not limited to low and high ropes.

**Qualifications:** Must be at least 20 years old. Previous experience in residential camping desired. Current certification in challenge course operation or equivalent. Prior experience in the delivery of recreational programs.

**Physical Aspects of the Position:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

## Camp Gravatt Job Description

**Job Title:** Lay Chaplain

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

**Essential Job Function:**

1. Direct spiritual focus of the camp program.
2. Develop and deliver the faith formation program area to provide spiritual and personal development for campers and staff.
3. Ensure that camp staff and campers know and follow safety and educational procedures in program area.
4. Assist in the purchase, management and care of the physical facilities and equipment in program area.
5. Serve as liaison to priests who serve during the summer and coordinate all aspects of chapel/ Holy Eucharist.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver, supervise and evaluate evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Qualifications:** Experience or training in program area required. Knowledge of and experience teaching Bible required. Previous experience in similar camp setting preferred. Musical ability preferred. College degree or equivalent preferred. Must be at least 20 years old.

**Physical Aspects of Position:** Ability to listen to others, observe others' actions, read text and information comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions.



## Camp Gravatt Job Description

**Job Title:** Art Director

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

**Essential Job Function:**

1. Develop and deliver the arts and crafts program area to provide spiritual and personal development for campers.
2. Purchase within budget all supplies needed for program area.
3. Ensure that camp staff and campers know and follow safety and educational procedures in program area.
4. Assist in the management and care of the physical facilities and equipment in program area.
5. Assist with supervision and evaluation of camp program activities.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Qualifications:** Experience or training in program area required. Previous experience in similar camp setting preferred. College degree or equivalent preferred. Prefer at least 20 years old.

**Physical Aspects of Position:** Ability to listen to others, observe others' actions, read text and information comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions.

## Camp Gravatt Job Description

**Job Title:** Engineering Director

**Reports to:** Camp Director

**Position Purpose:** To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

**Essential Job Function:**

1. Plan and complete one semi-major construction project.
2. Purchase within budget all supplies needed for the project.
3. Assist camp director with daily maintenance, repairs and upkeep of property.
4. Orchestrate Camp Store/Canteen merger.
5. Design and run 4 new Night Activities (or major tweak to current fixed night programs).
6. Assist Assistant Director and Technology Director with mail, campwise, town runs, etc.
7. Assist in the management and care of the physical facilities and equipment in program area.
8. Assist with supervision and evaluation of camp program activities.

**Other Job Duties:** Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Qualifications:** Experience or training in program area required. Previous experience in similar camp setting preferred. Prefer at least 20 years old.

**Physical Aspects of Position:** Ability to listen to others, observe others' actions, read text and information comprehend instructions and manuals, work in extreme heat, and move about the camp property in various environmental conditions.

## Camp Gravatt Job Description

**Job Title:** Camp Kitchen Manager

**Reports to:** Camp Director

**Position Purpose:** Directs the overall food-service operation of the camp including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

**Essential Job Functions:**

1. Work in close partnership with Gravatt's hospitality manager to ensure all food-service needs of the camp are met.
2. Manage the daily operations of the camp food and dining service including coordinating activities between the kitchen and dining room.
3. Oversee the inventory and ordering of food through the hospitality manager, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
4. Manage human-resource functions with regard to kitchen and dining room employees.

**Other Job Duties:** The Kitchen Manager may participate in staff meetings and help coordinate special celebrations. The Kitchen Manager may perform other duties as assigned by the camp director.

**Qualifications:** Must be at least 21 years old. Experience in institutional or large food service setting. Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment. Ability to work within a budget and purchase supplies efficiently. Experience in supervision.

**Equipment Used:** Industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, cleaning chemicals, etc.

**Physical Aspects of the Position:** Ability to communicate and work with and provide necessary instruction to campers and staff. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques. Visual and auditory ability to identify and respond to environmental and other hazards related to the kitchen. Physical ability to respond appropriately to situations requiring first aid. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment. Ability to lift 50 pounds. Willing to work irregular hours.

## Camp Gravatt Job Description

**Job Title:** Cook / Kitchen Assistant

**Reports to:** Camp Kitchen Manager

**Position Purpose:**

Assist the food service manager in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

**Essential Job Functions:**

1. Assist in the daily operations of the camp's food service.
2. Assist in routine sanitation of the kitchen and related equipment.
3. Work as a member of a food service team.

**Other Job Duties:** Maintain cleanliness in dining hall, porch and bathrooms and wash kitchen-related laundry. Kitchen assistants may also participate in other aspects of camp life as discussed at time of hire and directed by camp director or direct supervisor.

**Qualifications:** Must be at least 16 years old. Experience in institutional or large food service setting is preferred.

**Equipment Used:** Industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, cleaning chemicals, etc.

**Physical Aspects of the Position:** Ability to communicate and work with and provide necessary instruction to campers and staff. Visual and auditory ability to identify and respond to environmental and other hazards related to the kitchen. Physical ability to respond appropriately to situations requiring first aid. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment. Ability to lift 50 pounds. Willing to work irregular hours.

## Camp Gravatt Job Description

**Job Title:** Health Care Supervisor

**Reports to:** Camp Director

**Position Purpose:** The Health Care Supervisor is responsible for overseeing the health and safety of campers and staff.

Essential Job Functions:

1. Provide health care to meet individual needs of camp staff and campers. Collaborate with other medical staff to meet medical needs.
2. Follow health care policies/procedures as described in the Health Care Manual and treatment procedures.
3. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
4. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
5. Oversee First Aid procedures and supplies.
6. Ensure a staff orientation session is delivered on medical services.

**Others Duties:** Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc. Communicate with nurse on-call as situations require. Perform daily cleanliness inspection of tents and cabins. Attend administrative staff meetings. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Other duties may be assigned by the camp director / assistant camper director.

**Equipment Used:** Infirmary supplies including but not limited to thermometer, tweezers, blood pressure cuff, automated external defibrillator, etc. Telephone. Computer.

**Qualifications:** College degree or equivalent. Current First Aid and CPR certification and experience in first aid and emergency management. Driver's license. Experience in both children and adult illness/injury care. Desire to work with children and young adults. Community health knowledge. Must be at least 21 years old.

**Physical Aspects of the Position:** Ability to lift/assist campers and staff. Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters. Ability to use a telephone. Maintain written record system. Ability to get to remote locations on camp property over uneven terrain. Observe and assess sanitation and safety conditions of the camp. Ability to communicate with parents, staff, and administration about camper health concerns. Possess endurance to meet emergency needs. Ability to drive to off-camp health provider, physician, or emergency treatment locations.

## Camp Gravatt Job Description

**Job Title:** Head Counselor

**Reports to:** Assistant Camp Director

**Position Purpose:** Head counselors serve as role models and first-line supervisor for all camp counselors, often in addition to serving as counselors themselves.

**Essential Job Functions:**

1. Supervise counselors and see that they maintain high standards of conduct.
2. Facilitate community among staff members.
3. Ensure counselors are taking care of themselves – taking time off as needed and appropriate, eating well, getting enough sleep, etc.
4. Monitor physical facilities on respective sides of camp.
5. Inform camp director of any issues negatively affecting staff or campers.

**Other Job Duties:** Awaken campers and staff on time. Know and communicate changes to schedule to all counselors. Make weekly counselor duty assignments (tent, night duty, etc.). Assist in evaluation of counselors and junior counselors. Maintain clear and positive written and verbal communication with all camp staff. Participate enthusiastically in all camp activities. Participate as a member of the camp staff team to deliver, supervise and evaluate evening programs, special events, and other all-camp activities and camp functions. Serve as kitchen assistant or other general duty assignment at least one session. Other duties may be assigned by the camp director / assistant camper director.

**Equipment Used:** Fire protection equipment, washers and dryers, dishwashers and other kitchen equipment, and specialty program equipment.

**Qualifications:** Must be at least 19 years of age and a high school graduate. Must have one year experience as a counselor at Camp Gravatt. 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.

**Physical Requirements:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

## Camp Gravatt Job Description

**Job Title:** Counselor

**Reports to:** Head Counselor

**Position Purpose:** Counselors are the primary caregivers for each camper. The counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their spiritual development, personal growth and daily living skills.

**Essential Job Functions:**

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
2. Actively participate in all program areas as assigned.
3. Maintain high standards of health and safety in all activities for campers and staff.
4. Be a role model to campers and staff in attitude and behavior.
5. Supervise junior counselor.

**Other Job Duties:** Contribute to verbal and written evaluations and communication as requested. Participate enthusiastically in all camp activities, planning and leading as assigned. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Serve as kitchen assistant or other general duty assignment at least one session. According to staff agreement, may also serve as lifeguard, canoe instructor or archery instructor. Other duties may be assigned by the camp director / assistant camper director.

**Qualifications:** Must be at least 16 years of age. 18 years old or high school graduate preferred. 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. Demonstrate knowledge and skill in designated camp program areas.

**Physical Requirements:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

## Camp Gravatt Job Description

**Job Title:** Junior Counselor

**Reports to:** Assigned Counselor and the Director of Leadership Development

**Position Purpose:** Junior counselors assist the counselors in planning, teaching, coordinating, and carrying out activities and guiding campers in their spiritual development, personal growth and daily living skills.

**Essential Job Functions:**

1. Assist the counselor in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
2. Actively participate in all program areas as assigned.
3. Maintain high standards of health and safety in all activities.
4. Be a role model to campers in attitude and behavior.
5. Participate in training program.

**Other Job Duties:** Participate enthusiastically in all camp activities. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions. Assist campers in cruiser responsibilities. Other duties may be assigned by the camp director or direct supervisor.

**Qualifications:** Must be at least 15 years of age or older. 16 to 18 years old preferred. Must submit health history record and examination form prior to first day of work. Ability to interact with all age levels. Willingness to learn.

**Physical Requirements:** Ability to communicate and work with 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. 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 and possess strength and endurance required to maintain constant supervision of campers. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.



