



# COUNSELOR DEAN

## JOB DESCRIPTION

Please look over the job description that is required of the Counselor Dean during this summer. If you are hired for this position, the Camp Director will be reviewing this with you throughout 'In Camp Training'. We also encourage you to use this list as something to pray through in anticipation of camp and as you work during the summer.

## MINIMUM REQUIREMENTS

- Personal relationship with Jesus Christ
- A lifestyle conducive to spiritual growth and conformity to the image of Christ
- Previous camp staff experience
- Desire and ability to work with children and adults in camp setting
- Ability and experience supervising staff and campers
- At least 20 years of age
- Ability to lead training sessions

**RESPONSIBLE TO:** Camp Director, Program Director, and LEAD's

## GENERAL RESPONSIBILITIES

- To supervise, and encourage counselors in their responsibilities, in accordance with the purpose of Trout Creek Bible Camp.

## SPECIFIC RESPONSIBILITIES

1. Assist in teaching counselors their responsibilities during staff training.
2. Supervise counselors and oversee their performance in accordance with job description.
3. Attend a daily counselor meeting, and advise, encourage, and pray with/for the counselors.
4. Spend time with each counselor in your group for encouragement and accountability.
5. Assist the Director and other Leadership staff in making staff and camper related decisions regarding discipline.
6. Formally evaluate Counselors in your group at least once during the season.
7. Make sure the Counselors complete the required camper information forms accurately, and turn them in on time; (camper information, camper evaluations).
8. Make sure the Counselors are in their cabins at night, and conducting evening devotions (Make regular rounds through cabin and wagon circles) and enforce curfew every night. '

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## SPECIFIC RESPONSIBILITIES *(continued)*

9. Observe or sit-in on cabin Bible studies to ensure proper doctrine, teaching and for quality control.
10. Plan & implement Counselor encouragement times (evening parties, outings, etc.)
11. Participate in the program schedule and make sure Counselors are interacting with the campers and involved with the program throughout the day.
12. Frequently check to make sure Counselors are having personal devotions and providing time for their campers to have morning personal devotions.
13. Check in with Nurse, Office and leadership staff daily to ensure good communication and counselors are connecting with all aspects of the program.
14. Other responsibilities may be assigned as required, and some responsibilities may be reassigned.