



COUNSELOR DEAN

Job Description

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: L.E.A.D.(s), Camp Director, Program Director

GENERAL RESPONSIBILITIES

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

SPECIFIC RESPONSIBILITIES

- Assist in teaching counselors their responsibilities during staff training.
- Supervise counselors and oversee their performance in accordance with job description.
- Attend and lead a daily counselor meeting, and advise, encourage, and pray with/for the counselors.
- Spend time with each counselor in your group for encouragement and accountability.
- Assist the L.E.A.D.(s), Director and other Leadership staff in making staff and camper related decisions regarding discipline.
- Formally evaluate Counselors in your group after summer.
- Make sure the Counselors complete the required camper information forms accurately, and turn them in on time (camper evaluations & postcards).
- Make sure the Counselors are in their cabins at night, make regular bedtime rounds through cabin circle.
- Be present at Activity time, handling anything that arises and maintaining order.
- Work with L.E.A.D.(s), CIT Dean and Camp Director to create counselor pairs.
- Occasionally sit in on cabin Bible Studies to encourage, assist, and advise counselors.
- Plan & implement Counselor encouragement times (evening parties, outings, etc.) subject to approval of the L.E.A.D.(s) and Director.
- Enforce curfew every night.
- Participate in the program schedule and make sure Counselors are interacting with the campers and involved with the program throughout the day.

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SPECIFIC RESPONSIBILITIES *(continued)*

- Regularly encourage and facilitate a strong devotional life for Counselors in your group
- Check in with Nurse, Office and leadership staff daily to ensure good communication and counselors are connecting with all aspects of the program.
- Follow & enforce all staff rules and regulations (The Law/Child Protection Plan/Social Media Policy)
- Weekly assemble counselor packets
- Other responsibilities may be assigned as required, and some responsibilities may be reassigned