



**Program Counselor
JOB DESCRIPTION**

Seasonal, Summer Position

Highlands Presbyterian Camp and Retreat Center is a facility that ministers to children, youth, and adults of all ages through summer camp programs, adult educational opportunities, and guest group rentals. The Program Counselor shall provide leadership to residential and day camp campers and participate in planning and implementing the programs designed for each camp. They shall live in residence with the campers, supervising and guiding them on a daily basis and working as a team with other counselors, summer staff and volunteers. It shall be a primary goal for the program counselor to foster and develop relationships and community between and among campers, counselors, staff, and partner churches allowing for Christian community to form.

This position is accountable to the Director of Summer Programs.

The Program Counselor does not directly supervise any other Highlands staff.

The Program Counselor shall perform all these duties related to the position as assigned by the Director of Summer Programs, including (but not limited to):

1. Serve as a mature Christian example for the campers and fellow staff.
2. Be responsible for the safety and well being of each assigned group of campers.
3. Demonstrate leadership, responsibility, maturity, and enthusiasm.
4. Make sound decisions and act wisely in an emergency.
5. Lead outdoor activities daily, such as but not limited to, canoeing, hiking, archery, mountain biking, rock climbing, crafts, etc. (Training will be provided in each area of responsibility.)
6. Participate in daily Bible Study discussions with small groups. (Curriculum and training will be provided.)
7. Live in residence with a small group of campers.
8. Attend staff meetings.
9. Actively demonstrate to campers the importance of being good stewards of God's creation.
10. Be ready to serve in main camp, day camp, intergenerational camp, and adventure camp as assigned.



Requirements:

- Successful screening during Criminal Background Check investigation
- Be experienced in leadership with at least two of the following age groups: elementary, junior high, senior high, college or other peer groups.
- Have experience in teaching/leading Bible Studies.
- Be at least 19 years of age.
- Be willing and enthusiastic in leading or learning to lead a variety of activities.
- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be aware of and implement ACA and Health Department regulations.
- Be able to lift 30 lbs.

RESPONSIBILITIES AND DUTIES COMMON TO ALL STAFF

1. To be willing to place the needs of the camp and its campers above personal desires.
2. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, user groups, and partner churches.
3. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the Director of Summer Camp and/or Executive Director.
4. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
5. To have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.
6. To joyfully give 100% effort to the job, understanding that it is all encompassing, requires far more than 40 hours per week, and to be mindful that its rewards far outweigh any inconvenience it may cause.

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