

Job Description for Assistant Counselor at Camp Hollymont for Girls

Qualifications:

- Since assistant counselors must live with the campers, supervise their activities, and meet or assist with individual camper personal needs, assistant counselors must be **female**.
- Assistant Counselors must have **completed their senior year in high school** and have the work/camp experience along with the leadership skills to demonstrate the maturity and skill level necessary to complete their job.
- We *prefer* to hire Assistant Counselors who are **18 years of age**. To be accredited by the American Camp Association, we must meet camper/staff ratios. The ACA guidelines mandate that 80% of staff with camper supervisory responsibilities must be a minimum of 18 years of age. ACA guidelines also dictate that staff must be at least two years older than the minors with whom they are working. (Hiring of 17 year old assistant counselors in any given session will be extremely limited, if any.)
- Assistant Counselors must exhibit an ability and willingness to meet **staff qualifications** listed in the staff guidelines.
- Since Assistant Counselors are responsible for campers in an emergency situation, assistant counselors must be **physically able** to accomplish the evacuation of campers from a three-story building.
- Assistant Counselors should be able to **carry a small child** a short distance in an emergency situation.
- Assistant Counselors must be **physically and emotionally able** to cope with the stresses associated with the 24-hour care of minors.
- Since Assistant Counselors are an important part of the individual cabin cluster's staff team, she must commit to working at least a **27-day camp session**.

Lodging:

All campers and staff members live in two lodges, Laurel and Kehaya or Anderson.

Hummingbird Hall...Four clusters...6-10 year olds

Cardinal Hall...Six clusters...10-12 year olds

Bluejay Hall...Five clusters...12-13 year olds

Eagle Hall...Six clusters...13-15 year olds

A cluster usually consists of four rooms. Three rooms are for campers (2-4 per room) and one room for staff. There will be a counselor in the room with you and depending on the age of the campers and our ratio requirements, there may be a CIT in the room with you.

Responsible to:

- The cluster counselor who supervises your interaction with the campers in your cluster.
- A Head Counselor who supervises your interaction with the campers on the hall.
- The Skills Coordinator and Skills Facilitator who administer the skills program, answers questions, make/approve skill purchases, and solve problems relating to the skills.
- Camp Co-Directors who oversee all camp activities and staff.

Responsibilities:

A Hollymont assistant counselor works with her counselor to:

1. Wake her campers and make sure they get to breakfast and morning watch.
2. Help the girls clean their rooms and keep track of their personal items.
3. Help get the girls to skills on time.
4. Prepare and lead nightly cluster devotions.

A Hollymont assistant counselor is expected to:

1. Participate in assigned hall monitoring rotations during rest hour and bedtime.
2. Actively participate in all evening activities and make sure campers are in attendance and participating in all evening activities.
3. Teach or assist with skills. (Hiring preference given to those who can teach skills.)
 - a. AC's teach or assist with four or five classes each skill day.
 - b. Must arrive at the skill site prior to campers.
 - c. Must be prepared with fun activities for a full 50 minute class.
 - d. Consult with the Skill Facilitator regarding lesson plans, skill material purchases, etc.
 - e. Keep a daily attendance roll and report immediately any unexcused absences to the Skill Facilitator or Camp Receptionist.

In all camp activities the Hollymont assistant counselor is responsible for modeling the enthusiasm and cooperative participation that we expect from campers and staff members.

Daily Schedule:

- 7:45 Wake Up
- 8:15 Breakfast
- 9:00 Morning Watch
- 9:25 Cluster Clean-up
- 9:45 1st Skill
- 10:45 2nd Skill
- 11:45 Lunch
- 12:30 3rd Skill
- 1:25 4th Skill
- 2:15 Canteen
- 2:45 Rest Hour
- 3:50 5th Skill
- 4:45 6th Skill
- 5:40 Dinner
- 7:00 Night Activity
- 9:00 Cluster Devotions
- 9:30 Lights out for Hummingbirds
- 9:45 Lights out for Cardinals
- 10:15 Lights out for Eagles and Blue Jays

Hollymont is an equal opportunity employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions

Assistant Counselor Dates and Salary

Camp Hollymont for Girls - 2017

Salaries are based on the assumption that each staff member meets the moral and physical requirements and upholds the high standards of Christian leadership as stated in the staff application. The directors may make adjustments as they deem necessary/appropriate.

Please keep in mind that room and board is provided for each staff member. In addition to your salary, Camp Hollymont will be paying The Asheville School approximately \$200 per week for your meals and lodging.

All assistant counselors and counselors are required to attend **staff orientation week**.

We will pay a salary of \$235.00 for your attendance of the full week.

Arrive Sunday, June 4, between 1 and 3 p.m. & depart Saturday, June 10, after 4 p.m.

Session Options:

<u>AB (four weeks)</u>	<u>Salary: \$1,175.00</u>	<u>(Orientation salary included)</u>
Arrive Sunday, June 4	between 1 and 3 pm	
Depart Friday, July 7	when your campers have departed and your rooms are ready for the next group of campers. (Approximately 3 p.m.)	

<u>BC (four weeks)</u>	<u>Salary: \$1,175.00</u>	<u>(Orientation salary included)</u>
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Orientation June 4-10

Arrive Friday, June 23 between 1 and 2:30 p.m.

Depart Saturday, July 22 between noon and 2:00 p.m.

(We pack and close camp on July 21 after the campers depart.)

----) Add \$30 per 13-day camper session if you have a **professional certification in skills areas**. (Example: Aerobics, Gymnastics)

----) Add \$65 per 13-day camper session:
if you are an **American Red Cross Certified Lifeguard**¹.
if you are **certified by the National Archery Association to teach Archery**.

----) Add \$75 per 13-day camper session:
if you are **certified by the American Red Cross to teach the ARC Babysitting Course**.

----) Add \$80 per 13-day camper session:
if you are **certified by the American Red Cross as a Waterfront Lifeguard**³.
if you are **certified by the American Red Cross as a Water Safety Instructor**.

1 Lifeguard - trained to work in pools or water parks (supervise swimmers and perform rescues).

2 WSI - specifically trained to teach swimming (breathing techniques, strokes, etc.).

3 Waterfront Lifeguard - trained to work in bodies of water where you can't see the bottom (i.e. lakes).

A copy of each certification must be submitted to the business office before any bonus can be added to the base salary.

Have you considered the possibility of getting college credit for your work at Hollymont? Camp experience touches the fields of education, recreation, administration, religious studies, social work, and so many more. We will be glad to work with you and your faculty adviser to develop an internship that allows you to get a double benefit from your time at Hollymont.

PLEASE READ ALL STAFF PACKET INFORMATION CAREFULLY.

Skill Certification Reimbursement Scale

The following calculations are based on how many years you work for Hollymont following your certification. All of this is in addition to the salary incentives you receive each session. Based on certifications valid for 2 years.

ARCHERY

First year – Hollymont will pay 50% of the certification fees

Second year – Hollymont will pay remaining 50% of the original certification fees

BABYSITTING

First year – Hollymont will pay for 50% of the certification fees + 100% of FIT course fees

Second year – Hollymont will pay remaining 50% of original certification fees

FIRST AID/CPR

First year – Hollymont will pay 50% of certification fees

Second year – Hollymont will pay remaining 50% of original certification fees

LIFEGUARDS

First year – Hollymont will pay 50% of the course fees

Second year – Hollymont will pay 50% of the original course fees

WATERFRONT LIFEGUARDS

First year – Hollymont will pay 50% of the waterfront course fees

Second year – Hollymont will pay additional 50% of the original course fees

WATER SAFETY INSTRUCTOR

First year – Hollymont will pay 50% of the certification fees

Second year – Hollymont will pay 50% of the original certification fees + 100% FIT course fees

Staff must provide a dated receipt in order to receive reimbursements.

If you have questions regarding these fees or other certifications, please email Amy at amy@hollymont.com

“Which skills am I qualified to teach?”

To provide a high quality skill program, we must hire a talented and well-rounded staff. We look for applicants with knowledge, personal experience, and the ability to teach. When completing the application, ask yourself:

- Can I teach...
1. the basic rules of the sport / game / activity?
 2. proper safety precautions?
 3. practice drills / exercises / activities?

Skills requiring basic knowledge and moderate to extensive experience:

Aerobics	Dance	Modeling & Manners	Soccer
Basketball	Digital Photography	Music	Tennis
Cheerleading	Drama	Outdoor Living	Volleyball
Cooking	Field Hockey	Sewing	Water Aerobics
Creative Writing	Guitar	Sign Language	Zumba

Some skills require a higher level of expertise. In order to meet camp industry standards and ensure the safety of our campers, we must have at least one or more certified instructors in each of those areas. Official certification means some form of documented experience or instructor training from a respected organization such as the American Red Cross (ARC), the National Archery Association (NAA), or the American Cheerleading Association (ACA). Certified instructors are placed in charge of their skill and are responsible for helping uncertified instructors teach safely and effectively. As we consider applicants for hire, we look for staff who already hold a certification or are *willing to obtain* one prior to the summer. We can help you learn how and where to become certified, so please feel free to call or email with questions.

Skills requiring at least one certified instructor (not required of all instructors):

Archery	Gymnastics	Martial Arts
ARC Babysitting	Swimming (WSI certification)	

****We encourage all staff to receive LIFEGUARD TRAINING! ****
(plus Waterfront module, if possible)

Camp involves many water activities other than swimming skills, and it is necessary to have a large number of lifeguards for safety.

We offer reimbursement for the cost of certification courses taken to meet Hollymont requirements.

HOLLYMONT STAFF GUIDELINES

Living and Learning with Love and Laughter

Camp Hollymont is a privately owned Christian summer camp for girls. We are here to serve campers and to help meet their needs. Our top priority is the physical, social, and spiritual development of young women. We feel each girl's development in these areas can best be accomplished in a Christian setting and each day includes time for this Christian emphasis.

I PRAY THAT YOU, BEING ROOTED AND ESTABLISHED IN LOVE, MAY HAVE POWER.....
TO GRASP HOW WIDE AND LONG AND HIGH AND DEEP IS THE LOVE OF CHRIST.

EPHESIANS 3: 17,18 (NIV)

We set extremely high goals for ourselves and dedicate our time:

- to give every girl the best in companionship
- to improve her skills and increase her self-confidence
- to give her opportunity and guidance for fun and adventure
- to teach her patience, understanding, independence, and appreciation
- to show her the value of cheerfulness and the joys of unselfishness
- to show her the need for Christ in her life

Staff members have a strong influence on the campers' lives and the effort the staff puts forth determines how positive this influence will be. Camp employment involves long hours, hard work, and selflessness. A summer at Camp Hollymont is a learning experience. Staff members learn the meaning of patience and understanding as they experience the role of mother, sister, and friend.

If you want to make a difference in the life of young women, if you can make our goals your own, and if you can comply with the guidelines below, please fill out the staff application.

STAFF QUALIFICATIONS

CHRISTIAN DEDICATION

We seek to give children from all walks of life positive direction and our hope is for each girl to experience the joys of a Christ-centered life. In our staff we seek dedicated Christians who challenge and inspire. Counselors must agree to and live by the Statement of Faith. Counselors are responsible for nightly devotions with five to twelve girls.

PERSONALITY

When parents arrive at camp, the first impression you make is the primary basis for their confidence in you and in the camp. Staff members must be able to meet and greet campers and parents - extending to them a gracious, comforting hospitality. Throughout the summer you must have a "servant's heart" to befriend and support the campers and your fellow staff members. A loving, unselfish attitude goes a long way toward encouraging and motivating those around you.

PERSONAL APPEARANCE

Your appearance will play a major role in the impression you make on parents. They know that you are going to be the most important person in their child's life for the next few weeks and that your influence will extend on for years. Therefore it is essential that you are well groomed and verbally and visually discreet.

The practices of body piercing and tattoos are socially excessive amongst our clientele. We ask that you refrain from wearing body jewelry (nose rings, belly rings, etc.) for the duration of your summer employment with Hollymont and that you do not get new piercings/tattoos while you are under contract with Hollymont. Please keep old tattoos out of sight.

We also ask that you not drastically change hair color during the summer or use unnatural hair dye (pink, blue, purple, etc.) prior to and during your employment.

TRAINING	Knowledge of and skill in at least one major camp activity and the ability to instruct in that activity is required. We are looking for staff who will cheerfully and willingly work to accomplish their jobs with efficiency, dedication, and teamwork.
CHARACTER	A staff member's character should be above reproach. She/He is a role model. There is no room on the Hollymont staff for those whose ideals are questionable, whose language is profane or vulgar, whose spirit is pessimistic, or who does not encourage good sportsmanship and Christian living by the way they live and play. If a staff member inspires the admiration of young girls, how important it is that the staff member's life be exemplary!
LIFESTYLE	Staff members should not spend an undue amount of time with personal friends among campers or staff. The administration requests that discretion be used in any personal contact. Overly affectionate conduct or any physical contact that is not deemed proper and appropriate is prohibited. Hollymont is, above all else, a Christ-centered camp. We seek to hire counselors who live Christ-centered lives. It is our belief that homosexuality and pre/extra-marital sexual conduct are incompatible and inconsistent with Christ-centered living. We unequivocally prohibit sexual activity or sexual conduct, of any degree and nature, between counselors and campers. A violation of this policy will result in immediate discharge.
UNHEALTHY BEHAVIOR	The Hollymont staff is responsible for the physical and emotional health of the campers. Everyone in camp is adversely affected when a staff member is struggling (insomnia, depression, self-mutilation, unhealthy eating habits resulting in anorexia or bulimic tendencies, etc.). You will be asked to leave camp if you are a poor role model for the campers and staff or if you are unable to fulfill your responsibilities.
ILLEGAL DRUGS AND SUBSTANCE ABUSE	Young girls are extremely impressionable. Therefore, to provide a camp environment that is strong, clean, and wholesome, Hollymont has a strict rule about no smoking or drinking alcohol. Staff are asked to abstain from the use of these substances entirely during their Hollymont employment (on and off camp property). Failure to do so may result in early dismissal. Illegal drugs are UNEQUIVOCALLY prohibited. Prescription medications are to be taken as directed by the prescribing physician and under supervision of the camp nurse.
WEAPONS	Possession of and/or use of firearms, explosives, knives, and other weapons is prohibited both on the Hollymont campus and at off-campus Hollymont activities.
LOYALTY	Criticism of the camp, its programs, equipment, staff and management, food, or policies in the presence of the girls or fellow staff members is the height of disloyalty. We want to provide the best for the entire camp and welcome suggestions from the staff. A discreet word about problems or grievances should be spoken to one of the camp directors; thus preventing impairment of a potentially strong leader or good program.
A JOB.....NOT A VACATION	The camp directors assume a serious responsibility for the welfare of the girls entrusted to her care. Hollymont is run primarily for the campers and the good of each camper is our first consideration. Working at Hollymont can be lots of fun but you must understand that camp employment entails hard work, long hours, and definite responsibility for the campers in your care. Your priorities must be: GOD, OTHERS, SELF.

Camp Hollymont for Girls

Statement of Faith

During the campers' stay at Hollymont, our desire is to see them grow in their knowledge and love of the Lord. This growth is accomplished by nurturing their relationship with Jesus Christ and by teaching them to have a Biblical World and Life View. In establishing and directing Camp Hollymont, all camp staff are expected to hold to these central beliefs:

1. The Sovereignty of God - The sovereignty of God insists that God is Lord and that He reigns in history and over the entire universe. God creates, sustains, governs and directs everything.
2. Scripture Alone – The Bible is God's word to man. It is man's only infallible and inerrant rule for faith and life.
3. Grace Alone – God's work in man is all of grace. Man has done nothing to deserve or earn salvation. (Ephesians 2:8-9)
4. Christ Alone – Jesus Christ is the sole one who saves. There is no salvation in anyone or anything else. He is the only one sent by God for this purpose.
5. For the Glory of God alone – The primary reason for living is to glorify God and enjoy Him forever.

We recognize that Hollymont staff will come from various church backgrounds and denominations. However, staff members representing Camp Hollymont, will be expected to lead devotions in light of these faith statements, and to answer camp questions in light of the same. In addition to the above statement of faith, staff must also agree to the following lifestyle statements:

Concerning salvation:

Recognizing that we have all sinned and come short of the glory of God, I believe in the Lord Jesus Christ as the Son of God and Savior of sinners and I receive and rest upon Him alone for salvation. I promise, in reliance upon the grace of the Holy Spirit, that I will seek to live as becomes the followers of Christ.

Concerning my relationship with others:

I will respect the beliefs of other staff and campers and will promote only that which is consistent with these statements and Scripture.

I will seek to be led by the Spirit and will not live according to the flesh as outlined in Galatians 5:19-21. Specifically, I will not engage in acts of sexual immorality (including sex outside of marriage, homosexuality, pornography, etc.), nor will I promote or condone any of those activities.

Concerning my relationship with those in authority:

I will seek to have a teachable spirit, a love for others and a willingness to communicate with my co-workers in a biblical manner when conflict arises. I will respectfully submit to the camp leadership and seek to create an environment of mutual respect and compatibility.

I agree to the Statement of Faith and lifestyle statements listed above. My signature indicates I agree to prayerfully live by these statements while employed by Camp Hollymont and failure to do so can lead to disciplinary action.

Printed Name

Signature

Date