



## ROLE DESCRIPTION

<b>Job Title:</b>	Counselor – Returning
<b>Reports to:</b>	Head Counselor, Skills Coordinator & Skills Facilitator, Camp Directors
<b>Supervises:</b>	Campers
<b>Updated:</b>	April 3, 2023; October 30, 2023

**Role Summary:** Counselors are key members of the Hollymont team who drive camp success, reflect the camp motto of “Living and Learning with Love and Laughter”, and model what it means to be a Christ-follower. Counselors provide direct supervision over campers to ensure their safety, enjoyment and participation in all camp activities and camp life. Counselors are responsible to a Head Counselor who supervises interactions with campers within their assigned camper groups. In their work assisting or teaching Skills Classes, they are responsible to the Skills Coordinator and Skills Facilitator who administer/oversee the skills program. Finally, counselors are responsible to the Camp Directors who oversee all camp activities and staff.

Counselor responsibilities include helping to create an environment where campers can thrive as they participate in new experiences, stretch their abilities, build relationships, and have fun! This position requires strong communication and interpersonal skills, the ability to assume responsibility for the care of minor children, and the ability to work well within a team. Creativity, time management, and problem-solving skills coupled with positivity and flexibility will be essential for success in this role.

### **Essential Accountabilities:**

#### **1. In cooperation with her co-counselor(s), supervises assigned campers’ activities of daily living.**

##### ***Performance Criteria:***

- A. Wakes campers and ensures they get to breakfast and morning watch.
- B. Helps girls clean their rooms and keep track of their personal items.
- C. Ensures girls get to skills and activities on time.
- D. Prepares and leads nightly cluster devotions.
- E. Ensures campers are in bed and settled for the night.
- F. Is attentive to ensuring a safe environment for campers at all times.

#### **2. Supports Camp programming and activities.**

##### ***Performance Criteria:***

- A. Ensures houses, skill sites, and common areas are equipped and ready for camper arrival and usage.
- B. Participates in assigned hall monitoring rotations during rest hour and bedtime.
- C. Ensures campers are in attendance and participating in all evening activities.
- D. Actively participates and assists with conducting all evening and “all camp” programming activities.

#### **3. Teaches or assists with Skills classes.**

##### ***Performance Criteria:***

- A. Teaches or assists with 4-5 classes each skill day.
- B. Prepares lesson plan for fun activities for a full 50-minute class.
- C. Arrives at skill site prior to campers and ensures supplies are ready for intended activity.
- D. Consults with the Skill Coordinator/Facilitator regarding lesson plans, skill material purchases, etc.
- E. Keeps a daily attendance roll and reports immediately any unexcused absences to the Skill Facilitator or Camp Office Receptionist.
- F. Ensures Skill supplies are stored properly, and skill area is tidy when Skills are done for the day.

**4. Promotes and abides by Hollymont behavioral and performance standards.**

***Performance Criteria:***

- A.** Models the behavior of a Christ-follower showing evidence of the Fruits of the Spirit which are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- B.** Presents self and Camp Hollymont in such a way as to create a favorable first and lasting impression upon campers and their parents showing hospitality, competence, and trustworthiness for the welfare of their child and their child's experience.
- C.** Mentors campers in obtaining or deepening relationship with Jesus Christ as Savior and Lord.
- D.** Abides by the standards set forth in the Camp Hollymont for Girls Employee Manual and Statement of Faith.

**Qualifications, Skills, Knowledge, Abilities**

- Female – Counselors must live with campers, supervise their activities of daily living, and meet or assist with individual camper personal needs.
- Minimum requirement is to be a high school graduate. Preferred age is minimum of 18 years old. (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 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.)
- Must have work/camp experience along with leadership skills to demonstrate the maturity and skill level necessary to meet the requirements of the job.
- Must exhibit an ability and willingness to meet staff qualifications and workplace rules listed in the Employee Manual.
- Must possess the physical ability to carry a small child a short distance in an emergency. Counselors bear the responsibility for evacuating campers from the building in case of emergency.
- Must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors.
- Due to the vital role counselors play in the staffing structure for supervising campers and conducting camp operations, a minimum commitment of at least two full camp sessions (27 days) in addition to attending Counselor/staff Orientation week is required.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of staff classified in this role. Additional information pertaining to employment in this role will be clarified in the attached Addendum A.**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ADDENDUM A

### **LODGING**

All campers and staff members live in separate housing grouped by age typically as follows: (Final configuration may vary based on actual registration numbers by age.)

Hummingbird House	6 – 9 year olds
Cardinal House	10 – 11 year olds
Blue Jay House	12 -13 year olds
Eagle House	14 -15 year olds

On each hall within the house, there are designated rooms for campers and rooms for staff. Depending on the age of the campers and our ratio requirements, there may be another counselor and/or a counselor in training in the room with you.

### **DAILY SCHEDULE**

This schedule is tentative and subject to change prior to the start of the summer. Schedule will be altered for Thursdays, Saturdays, Sundays, Opening and Closing Days.

8:30 - 9:00	Breakfast
9:05 - 9:20	Morning Watch
9:30 - 9:50	Cluster Clean-up
10:00 - 10:45	1 <sup>st</sup> Skill
10:55 - 11:40	2 <sup>nd</sup> Skill
11:50 - 12:30	Lunch
12:40 - 1:20	3 <sup>rd</sup> Skill
1:30 - 2:10	4 <sup>th</sup> Skill
2:20 - 3:20	Mail & Rest Hour
3:20 - 3:40	Canteen
3:50 - 4:35	5 <sup>th</sup> Skill
4:45 - 5:30	6 <sup>th</sup> Skill
5:40 - 6:15	Dinner
6:45 – 8:00	Night Activity
8:00 - 10:00	Showers & Cluster Devotions
9:00	Bedtime for Hummingbirds
9:15	Bedtime for Cardinals
9:45	Bedtime for Blue Jays
10:00	Bedtime for Eagles

Revised October 2023

## **DATES AND COMPENSATION**

### **AVAILABILITY:**

- **Preference is given to those who can work the full summer schedule (June 2 – July 20.)**
- **MANDATORY ATTENDANCE:** Staff Orientation – Sunday, June 2 – Saturday, June 8
- If unable to work the full summer schedule, CHOOSE A **MINIMUM** OF TWO SESSIONS:

A Session – June 8 – June 21

B Session – June 22 – July 5

C Session – July 6 – July 20 (Staff contracts officially end July 19<sup>th</sup> at 5 p.m. Staff may stay on campus until 10 a.m. July 20<sup>th</sup> in order to pack, rest, and participate in the Camp Closing Staff Celebration activities on Friday night. Staff who are flying and need transportation to the Asheville airport should talk with the Hollymont Office staff prior to making reservations to confirm transportation options.)

### **COMPENSATION:**

The total compensation package includes salary, room and board, and additional compensation for certifications. Salaries quoted assumes that the staff member meets the moral and physical requirements and upholds the high standards of biblically based Christian leadership.

### **SALARY**

COMPUTED BASED ON THE COMMITMENT LEVEL THE EMPLOYEE AGREES TO AND SATISFACTORILY FULFILLS:

- Level 1 (Full Summer) - Seven (7) weeks of summer employment receiving a full-summer bonus.  
 $\$355 \times 7 \text{ weeks} = \$2485$
- Level 2 (Minimum Commitment) - Mandatory orientation plus two additional sessions.  
 $\$340 \times 5 \text{ weeks} = \$1700$

The salary rate will be reclassified and/or pro-rated if the counselor leaves early, arrives late, or takes extended leave during the summer.

### **ROOM AND BOARD**

Room and board is provided for each staff member. In addition to your salary, Camp Hollymont will be paying Rabun Gap weekly for your meals and lodging.

### **ADDITIONAL COMPENSATION FOR CERTIFICATIONS**

#### **Aquatics:**

- Lifeguard – American Red Cross Certified (needed for pool activities and swimming skill)  
 $\$100 \text{ per } 13 - \text{day camper session}$

- Water Safety Instructor – American Red Cross Certified (needed to teach swimming)  
\$110 per 13-day camper session
- Waterfront Lifeguard – American Red Cross Certified (needed for Lake activities)  
\$150 per 13-day camper session if you are a lifeguard certified for both pool and lake (waterfront) activities.

**Archery:** Certified Instructor – National Archery Association (to teach archery skill)

\$65 per 13-day camper session

**Gymnastics & Cheerleading** – Certified by a gym/professional.

\$65 per 13-day camper session

If you have any other skill certifications from professional organizations, please send your certificate in for consideration.

#### **SKILL CERTIFICATION REIMBURSEMENT SCALE FOR ON-CAMPUS STAFF**

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. Calculations are based on certifications valid for 2 years.

##### **ARCHERY/CHEERLEADING/GYMNASTICS**

- First year - Hollymont will pay 50% of the certification fees.
- Second year - Hollymont will pay remaining 50% of the original certification fees.

##### **POOL, LIFEGUARDS, & WATER SAFETY INSTRUCTOR**

- First year - Hollymont will pay 50% of the course fees.
- Second year - Hollymont will pay remaining 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.

Staff must provide a dated receipt in order to receive reimbursements. if you have questions regarding these fees or other certifications, please email [emily@hollymont.com](mailto:emily@hollymont.com)

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