

OUR HOUSE

2025 Summer Camp Counselor Job Description

Summer Camp at Our House is a wonderful time for our elementary students to have fun, while continuing to learn and enjoy new experiences. It is our hope that those participating in Summer Camp will develop good habits, gain confidence and discover more about their gifts and talents. Our elementary counselors will report to Reagan Myers, the Volunteer and K - 7th Grade Program Coordinator who serves as the Summer Camp Director.

The Middle School and Teen Summer Experience at Our House is an opportunity for fellowship and enrichment. Activities may include Bible Study, exposure to career options, field trips, life skill training, hobby exploration (ex: fitness classes, baking), etc. These counselors will report to Marla Peoples, Director of Teen Development and Family Support, and Maggie Propst, Nutrition and Teen Program Coordinator.

The role of the Summer Camp Counselor is to love and encourage our students, while engaging and interacting with them to ensure that they are participating, learning, and having fun.

Applicants may apply to work K-5th Grade Summer Camp, Middle School and Teen Summer Experience, or both.

All counselors will be paid \$13.50/hour through direct deposit.

Hiring Timeline:

- February 3: Applications open
- February 26: Applications due to Reagan via email (ourhousevolunteers@gmail.com) or physically turned in at Our House
- February 27: Reagan will schedule interviews
- March 3-7: Interviews

Summer Timeline:

- June 4: Summer Staff training
- June 9: First day of Summer Camp
- June 30 - July 4: Our House closed, staff off
- July 24: Last day of Summer Camp
- July 25: Last day of work for summer staff

K - 5th Grade Counselor Job Description:

Requirements:

- Must be able to attend Summer Staff Training with the exception of a pre-approved excuse, illness, or family emergency.
- Must be able to attend every day of camp with the exception of pre-approved absences, illness, or family emergency.
 - Hours:
 - Monday 8:15 - 1:30 with daily 20 minute lunch break
 - Tuesday - Thursday 8:30 - 1:30 with daily 20 minute lunch break
 - Friday 8:30 - 12:30

Responsibilities:

- Lead a small group of campers and develop a sense of belonging and pride among its members. This will include encouraging prompt arrival, active participation, and positive attitudes. Counselors should lead by example and affirm others.
- Reinforce good habits and character traits, including the Our House rules. Serve as a positive role model, by example and leadership, motivation, and direction to all.
- Arrive on time and help with clean up at the end of the day.
- Attend all required staff meetings and work as a team with other counselors, staff members, and volunteers.
- Supervise campers and handle any discipline issues, consulting with Camp Director if necessary.
- Engage students in enriching activities. Some activities will be counselor led while some are led by another staff member or volunteer.
- Supervise field trips with visual contact of campers while off-site.
- Actively participate in morning roll call, chants, prayers, songs and closing time.
- Facilitate orderly transitions between activities and dismissal at the end of the camp day.
- Ensure campers follow all safety procedures.

6th - 12th Grade Counselor Job Description:

Requirements:

- Must be able to attend Summer Staff Training with the exception of a pre-approved excuse, illness, or family emergency.
- Must be able to attend every day of camp with the exception of pre-approved absences, illness, or family emergency.
 - Hours:
 - Monday - Thursday 1:30 - 4:30
 - There will be opportunities for extra hours on occasional mornings if you're available.

Responsibilities:

- Reinforce good habits and character traits, including the Our House rules. Serve as a positive role model, by example and leadership, motivation, and direction to all.
- Counselors should lead by example and affirm others. Develop a sense of belonging and pride among 6-12th grade participants. This will include encouraging prompt arrival, active participation, and positive attitudes.
- Arrive on time and help with clean up at the end of the shift.
- Attend all required staff meetings and work as a team with other counselors, staff members, and volunteers.
- Supervise students and handle any discipline issues, consulting with Maggie or Marla if necessary.
- Help supervise activities; assist outside help who will be directing certain activities; and supervise field trips with visual contact of students while off-site.
- Ensure students follow all safety procedures.

Summer Camp Counselor Job Application

FULL NAME: _____ **DATE:** _____

ADDRESS: _____

E-MAIL: _____ **CELL:** _____

POSITION APPLIED FOR:

- K - 5th Grade Summer Camp Counselor (M 8:15 - 1:30; T-Th 8:30 - 1:30; F 8:30 - 12:30)
- 6th - 12th Grade Summer Experience Counselor (M-Th 1:30 - 4:30)
- BOTH K-5th Grade and 6th-12th Grade

PREFERRED AGE GROUP (K - 5TH APPLICANTS ONLY):

- Rising kindergarten and 1st grade students
- Rising 2nd Grade Students
- Rising 3rd Grade Students
- Rising 4th and 5th Grade Students
- No Preference

DO YOU HAVE ANY OBLIGATIONS THAT WOULD CONFLICT WITH ATTENDANCE DURING ANY DAY OF CAMP OR SUMMER STAFF TRAINING? (IF SO, PLEASE INCLUDE DATES) _____

ARE YOU WILLING TO DRIVE STUDENTS TO FIELD TRIPS? _____

ARE YOU WILLING TO SHARE YOUR FAITH WITH STUDENTS? _____

DO YOU HAVE ANY SPECIAL CERTIFICATIONS? (EX: CPR, LIFEGUARD) _____

DO YOU HAVE ANY SPECIAL INTERESTS/TALENTS YOU WANT TO USE AT CAMP (EX: GUITAR, ART, ETC.) _____

INCLUDING YOUR TIME AT OUR HOUSE, DO YOU HAVE EXPERIENCE WITH YOUTH? IF SO, DESCRIBE _____

IS THERE ANYTHING ELSE THAT YOU'D LIKE US TO KNOW ABOUT YOU? _____