



Before applying for a position, please take a moment to read the job description. It will provide a better understanding of the role and responsibilities expected.

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Expectations of all Kaleidoscope Camp Staff

To qualify for a position on staff, each person should:

1. Have a personal relationship with Jesus Christ
2. Be committed to demonstrating one’s commitment to Jesus Christ in word or deed.
3. Conduct him/herself behaviorally in a manner that is above reproach by not using tobacco, alcohol, illicit drugs, vulgar language or swearing.
4. Open to learning and upholding all camp policies and guidelines as outlined in the Staff Manual and other appropriate manuals.
5. Be emotionally and socially mature enough to relate to and cooperate with others in the camp community.
6. Possess the integrity to faithfully fulfill the commitment of service agreed upon in a positive manner.
7. Be flexible enough to assist in other areas as needed.

Keep scrolling to view the job descriptions.

JOB DESCRIPTION – Assistant Program Director

Purpose: To provide oversight of the administration of the camp schedule. This person will work with the Program Director in creating the activity schedule. They will also work with the activity rotation, and staff breaks times. This person will provide oversight of the support staff working with summer camp.

This person is the administrator of the camp schedule. They deal with support staff that is part of the camp schedule. They coordinate and trouble shoots with the Program Director unexpected changes that need to be made to the camp schedule.

Qualifications: Previous camp experience as a counselor with an understanding of camp schedules. Having an aptitude for details and problem solving. Having previous supervision skill, strong relational skills, and the ability to lead large groups. Must be over the age of 19 years old.

Accountable to: Program Director

Essential functions/duties:

1. Work with the camp schedules: daily schedule, cabin activity rotation, activity leader schedule, shower schedule, counselor/ support staff break schedule, pool spotter schedule
2. Provide oversight and direction to the support staff working with summer camp
3. Make sure counselors have materials and equipment for all areas of camp including written materials for devotions and activities; communicate these needs with Program Director or Head Counselor as needed
4. Make sure that counselors are on track and that the program is running smoothly; “the schedule Enforcer”
5. Doing clean cabin checks and awarding the “Squeaky Clean Award” at lunch each day
6. Assign cabins to pray before meals and help get the meals started on time
7. Be on the deck with campers before each meal to supervise prayer and announcements and to communicate with kitchen staff as to when the campers may enter the dining hall.
8. Serve snack in the afternoon and evening
9. Assign cabins to do bible verse skits during evening worship
10. Coordinate schedule changes needed due to weather or unexpected incidences with the Program Director and Head Counselor
11. Daily meet with the Program Director at appointed times for planning and review.
12. Assist the Program Director with Counselor Devotions and staff meetings.
13. Administer camper meds and keep a record of all meds administered when there is not a nurse on site.
14. Give Program Director feedback on areas of camp needing adjusting
15. Develop relationships with counselors and support staff encouraging them in their ministry

Duration: 8 weeks

JOB DESCRIPTION – Head Counselor

Purpose: To provide oversight and leadership to the counselors and to assist with camp programming.

These people (one male, one female) are there to help counselors as they minister to campers. As a result under girding the counselors they will help with camper problems that go along with the counselor duties. Their job is to help the counselors be the best counselor that they can be for the campers. They do this through mentoring them in how to correct camper behaviors; how to go about disciplining campers.

Qualifications: Previous experience as a counselor; supervision skills, strong relational skills, ability to lead large group activities; strong Christian commitment; preferably someone over the age of 18 years old.

Accountable to: Program Director

Essential Function/Duties:

1. Develop relationships with the counselors and encourage them in the ministry
2. Pray daily for the counselors
3. Look for ways to encourage and further their spiritual well being
4. They will do weekly Check-Ins on Monday and Tuesday covering specific camper questions or issues including (homesickness, discipline and conflicts)
5. Help counselors creatively solve camper problems and to develop an action plan on assisting the camper in rectifying the problem
6. Deal with camper and counselor problems; second line of defense. 1st line is the counselors, 2nd Head Counselors, 3rd Program Director, 4th sent home
7. Sit in on cabin devotions and give them constructive feedback
8. *Observe counselors as they lead activities and give them constructive feedback*
9. Evaluate counselor performance and make suggestion for improvement
10. Help get morning and evening worship started in coordination with Program Director
11. Assist in leading counselor daily devotions
12. Oversee all camp games
13. Oversee nighttime activities
14. Daily meet with Program Director at appointed times to keep Program Director informed about counselor and camper happenings.
15. Give Program Director feedback on areas of camp needing adjustment
16. Assist the Program Director with Staff Orientation

Duration: 8 weeks

JOB DESCRIPTION - Senior Camp Counselor

SUMMARY:

This position is the most critical part of the summer camp ministry team. The Senior Counselor's main purpose is to disciple, be a friend to, supervise, and lead each of the campers by modeling and sharing about Christ. A cabin of 5-10 campers will be assigned to this person. They also supervise and participate in daily activities. Moments of laughter, crying with a camper, loss of sleep, or leading someone to Christ may be experienced. This person will be challenged spiritually and physically so it is our prayer that meetings with other camp staff and personal devotion times will renew strength. This position is expected to serve at least 3 weeks during the summer plus attend Counselor Orientation (5 days). (some exceptions considered)

RESPONSIBLE TO: Head Counselor

GENERAL QUALIFICATIONS

A Senior Camp Counselor:

- has a personal relationship with Jesus Christ;
- desires to serve the Lord and make Him known to others;
- agrees with WCRC's ministry and purpose;
- is flexible and able to work with others;
- is willing to forgo personal rights for the common good of others and WCRC, realizing WCRC is here to serve, not to be served.

SPECIFIC QUALIFICATIONS

A Senior Camp Counselor:

- has a genuine love and liking for people, especially children and youth;
- is open to share personal relationship with Jesus and biblical knowledge;
- has a Christ-like attitude of patience, servant-hood, humility, and love;
- is spiritually and emotionally mature;
- has physical stamina for long days and respect for leadership;
- is dependable and sensitive to the needs of others;
- possesses the ability to apply principles from the Word of God to everyday situations;
- is 18 years of age or older.

RESPONSIBILITIES:

Personal

- lead campers as you follow Christ through word and deed
- promote and display a positive, Christ-like attitude, including getting along with others

Devotional/Spiritual

- preparing and leading daily cabin devotions
- commit to a daily quiet time and encourage campers to do the same
- talk one-on-one with each camper about their relationship with God

- meet with the Head Counselor when a life-changing decision is made and write a follow-up letter

Campers

- know where campers are at all times and spend quality time with them
- get help with any major discipline problems from the Head Counselor or Program Director
- safety, supervision, leadership, and discipleship of 5-10 campers
- live with campers 24 hours a day

Relating to Junior Counselor

- assist them in dealing with camper issues and problems. Mentor them as they relate with campers.
- encourage them in their spiritual development and pray with them daily
- responsible for the safety, supervision, leadership, and discipline of the Junior Counselor

Program

- participate in and encourage participation in all camp activities
- lead or assist a camp activity (depending on experience and strengths)
- plan and lead fun and exciting cabin activities daily with your campers' help
- plan and lead one over-night camp-out, with your campers, under the stars for age appropriate campers*
- any other tasks as requested by Head Counselor or Program Director

Follow-up

- send postcards to campers after camp is over
- keep in contact with those who have made decisions to accept Christ
- complete a written evaluation of the summer camp program

Duration: 3 to 8 weeks

JOB DESCRIPTION - Junior Camp Counselor

SUMMARY:

This position is the servant part (the feet) of the summer camp ministry team. The Junior Camp Counselor leads program activities and assists the Sr. Camp Counselors in supervision of campers. They also learn about the camp program and develop counseling skills through observation, special exercises, and experience. This position is expected to serve 3-10 weeks during the summer in addition to attending Counselor Orientation.

RESPONSIBLE TO: Senior Counselor

GENERAL QUALIFICATIONS

A Junior Camp Counselor:

- has a personal relationship with Jesus Christ;
- desires to serve the Lord and make Him known to others;
- agrees with WCRC's ministry and purpose;
- is flexible and able to work with others;
- is willing to forgo personal rights for the common good of others and WCRC, realizing WCRC is here to serve, not to be served.

SPECIFIC QUALIFICATIONS

A Junior Camp Counselor:

- has a genuine love and liking for people, especially children;
- is open to share your knowledge and about your relationship with Jesus;
- has a Christ-like attitude of: patience, servant-hood, humility, and love;
- is spiritually and emotionally mature;
- has physical stamina for long days and respect for leadership;
- is dependable and sensitive to the needs of others;
- is 16 years of age or older

RESPONSIBILITIES:

Personal

- lead campers as you follow Christ
- promote and display a positive, Christ-like attitude, including getting along with others

Devotional/Spiritual

- lead one cabin devotion during each week
- commit to a daily quiet time
- talk one-on-one with at least one of the campers about their relationship with God

Program

- in the absence of a Sr. Counselor, supervise campers and activities
- encourage and participate in camp activities
- work on training projects during the week (i.e. leadership, counseling, etc)
- attend staff meetings
- any other tasks as requested by the Summer Camp Director or Program Director

Support Staff

- set up and take down activities for morning and afternoon blocks
- assist in setting up and taking down all camp games in the evening
- fill water coolers around camp
- help out in the kitchen as needed

Follow-up

- complete a written evaluation of the summer camp program

Duration: 3 to 7 weeks

JOB DESCRIPTION – Support Staff

SUMMARY:

This position is designed to help support the backbone of camp and Retreat Center operation. This person will help support camp by making certain that activities are set-up before cabin groups arrive and taken down at the end of activity times. This person will help support the operation of the Retreat Center by temporarily helping in the kitchen, housekeeping or maintenance if needed. This person would fill in as a Senior Counselor as needed.

Responsible to: Assistant Program Director

General Qualifications:

- Has a growing personal relationship with Jesus Christ;
- Desires to serve the Lord and make Him known to others;
- Agrees with WCRC's ministry and purpose;
- Is flexible and able to work with others;
- Has a high commitment to the safety of campers and staff;
- Has a Christ-like attitude of patience, servant-hood, humility, and love;
- Is spiritually and emotionally mature;
- Is dependable and sensitive to the needs of others;
- Has the ability to work alone without supervision

Specific Qualifications:

- Is a high school graduate
- Can lead camp activities;
- Has physical stamina for long days;
- Can effectively lead and communicate to groups of youth and counselors;
- Certified in Basic First Aid and CPR.

Responsibilities:

- Attend Orientation Week
- Set up and take down all recreational activities including: morning and afternoon activities as well as evening games and night-time activities
- Help lead morning and afternoon activities with counselors
- Assist the Assistant Program Director, Head Counselor and Program Director as needed
- Fill and maintain water coolers around camp
- Help with Wilderness Cookouts as needed
- Serve as a Senior Counselor as needed
- Lead devotions, and Bible studies with campers and counselors as needed

Duration: 8 weeks

JOB DESCRIPTION- Camp Photographer

SUMMARY: This person's job is to take pictures around camp. These pictures will be used for the summer camp brochures and an end of the week slideshow. They will also be posted on a website that parents can view.

Responsible to: Program Director

General Qualifications:

- Has a growing personal relationship with Jesus Christ;
- Desires to serve the Lord and make Him known to others;
- Agrees with WCRC's ministry and purpose;
- Is flexible and able to work with others;
- Has a high commitment to the safety of campers and staff;
- Has a Christ-like attitude of patience, servant-hood, humility, and love;
- Is spiritually and emotionally mature;
- Is dependable and sensitive to the needs of others;
- Has the ability to work alone without supervision

Specific Qualifications:

- Has physical stamina for working outside and long days;
- The ability to use a camera and a computer
- The aptitude for determine good photo composition
- Able to put together a quality slideshow

Responsibilities:

- Take photos of campers
- Create a slideshow at the end of the week using the best photos (the slideshow should include music)
- Download and weed through the photos daily, take out the bad ones
- At the end of the week uploading all the camp photos to the Walmart website and emailing the link to parents
- Live on grounds during the week.

Duration: 6- 7 weeks during the summer. This position can be done by different people each week but preference will be given to those who can commit to multiple weeks.