



**Camp Westminster**  
Westminster Church of Detroit

# Program Support Staff/Jr. Counselor Job Description

## CAMP WESTMINSTER ON HIGGINS LAKE

Program support staff/Jr. Counselors ensure the smooth operation of camp as part of our counseling, maintenance or kitchen teams. While their primary responsibilities are “behind the scenes,” both kitchen and maintenance teams will have opportunities to be a part of the program as their schedule allows. Jr. counselors primary responsibilities will include supporting counselors with camper supervision and program activities.

The responsibilities described below apply to the whole team and will be decided up based on skill, ability, scheduling and the needs of camp.

### Jr. Counselor Responsibilities

1. Supports and assists counseling staff with supervision of up to 12 campers each camping session, including sleeping, eating and working with campers assigned to his/her cabin.
2. Serves as a teacher, counselor, friend, role model to all campers and especially to those assigned to their cabin and instructional group.
3. Supervises and assists campers with daily chores, cabin hour activities, evening program involvement and all other aspects of regular program schedule.
4. Shares meals with the cabin group when not assigned to kitchen duties. Assist in leading songs after meals. Covers for fellow counselors during scheduled time off.
5. Responsible for supporting cabin groups in camp rules and regulations, and for familiarizing campers with camp’s grounds. Supports counselors when instructing campers in all emergency procedures.
6. Performs other tasks as assigned by the Program Director or Camp Director.

### Maintenance Responsibilities

1. Supports and assists with general repairs, maintenance and up-keep of camp buildings and grounds.
2. Daily cleaning of shower and bathroom facilities, dining hall floors, daily trash collection and removal to the dumpster.

3. Performs other special tasks related to any special camp events which might require some manual labor.
4. Performs other tasks as assigned by the Summer Maintenance Director or Camp Director.

## Kitchen Responsibilities

1. Assist Head Cook with food preparation and food service.
2. Perform general kitchen labor under direction of Head Cook, including dishwashing, general clean-up and sanitation of kitchen and dining hall equipment and areas, kitchen maintenance.
3. Assist with opening and closing inventory of Kitchen.
4. Perform other tasks as assigned by the Head Cook or Camp Director.

## Possible Program Responsibilities

1. Assist in leading campers through program areas (archery, canoeing, etc.)
2. Be trained as a lifeguard or/and a ropes facilitator and use those when needed
3. Cover other staff's off times by watching cabins or leading activities
4. Assist with evening programs and vespers

The above statements are intended to describe the general functions of Program Support Staff. They are not to be construed as an exhaustive list of all job duties of this position.

## Requirements

- Must be at least 17 years old.
- Ability to follow directions and work cooperatively as part of a team.
- Should enjoy working with and around children

## Accountability

Head Cook or Summer Maintenance Director and the Program Director

## Evaluation

Throughout the end of the summer by the Program Director and Camp Director.

## Physical Requirements

This role requires a moderate amount of physical activity that may include but is not limited to: ability to move from one end of camp to the other (approximately ¼ mile) without tiring at speed sufficient to keep up with campers, safe movement over uneven ground in various lighting, manipulating boxes and storage up to 25 pounds over short to moderate distances.