

## **Oregon-Idaho UM Camping and Retreat Ministries Resident Counselor Coordinator Job Description**

### **Pay:**

\$7,60 for 12 weeks\* (\$640/week)

*\*All salaries are offered on a pro rata basis.*

**Job Description:** The Oregon-Idaho Camping and Retreat Ministries (OR-ID CRM) Resident Counselor (RC) Coordinator's responsibilities will focus on developing leadership qualities important to our Christian camping ministry. The RC Coordinator will work under the supervision of the Camps Magruder and Suttle Lake site and program directors. Their primary responsibilities will be as a supervising and support role to the RCs. Their responsibilities will include planning spiritual practices and maintaining the spiritual health of the RCs, leading training sessions in summer orientation and program weeks, leading routine RC check-in meetings, both one-on-one and as a group, coordinating travel details pertaining to the RC schedule, communicating about the status of the RCs and their wellbeing with directors, and performing general office, administration, and daily tasks concerning the Resident Counselors. The RC Coordinator will also supplement each site's activity leaders, such as lifeguarding, but this will not be their primary role. The main objective of this role is to provide continuity between sites of RC supervision, management, and wellbeing.

**Start Date: May 29, 2024**

**End Date: September 2, 2024**

### **Dates\*:**

- Up to two weeks of pre-summer prep
- June 11-20 – Summer Staff Training @ Camp Magruder
- June 22-28 – Magruder Week 1 (Senior High & Senior High MADD Camp (Music, Art, Dance, & Drama))
- June 30-July 4 – Magruder Week 2 (Mini-Camp, or Camp Hope (camp that serves disabled adults))
- July 7-12 – Magruder Week 3 (Elementary 1, Middle School 1, Q Camp)
- July 14-19 – Suttle Lake Week 1 (dates approximate)
- July 21-26 – Suttle Lake Week 2 (dates approximate)
- July 28-August 2 - Week Off (unpaid - dates approximate)
- August 4-9 – Magruder Week 3 (Elementary 2, Middle School 2, Senior High Adventure)
- Contract negotiable on end date - plans made depending on candidate

### **Travel Days\*:**

- Monday, June 17 (Magruder to Suttle Lake)
- Wednesday, June 19 (Suttle Lake to Magruder)
- Friday, July 12 (Magruder to Suttle Lake)
- Saturday, July 27 (Suttle Lake to Magruder)

*\*All dates are subject to change based on reservations, but these are the dates as accurately as we can predict them at this time.*

### **Qualifications/Skills/Training**

- Substantial life experience and commitment to Christian practices and ideals
- Certifications in Archery, First Aid/CPR/AED, and Lifeguarding
- Participation in a daily faith life
- Awareness of the mission of OR-ID CRM and practical implementations
- Leadership skills
  - An ability to work closely with people of a potentially similar age range in a leadership role
  - An awareness of the boundaries, responsibilities, and sensitivities required of a leader
- Physical ability to facilitate and participate in any staff-led program activities

## Responsibilities

- Summer Staff/Volunteer Recruitment
  - Recruit/Interview/Hire Resident and Volunteer Counselors
  - Assist in planning and leading RC Training week sessions
  - Partner with directors to evaluate the hiring and recruiting process
  
- Summer
  - Assist in soft skill, spiritual, cultural, and missional development of RCs
  - Plan bi-weekly RC meeting
  - Plan regular one-on-one meetings with each individual RC
  - Supplement and lead regular spiritual practices with RCs (ex. “Highs and Lows”)
  - Assist in travel details for RCs
    - This may include driving the RC vehicle between sites
    - Assist in securing a rental or borrowed vehicle when necessary
  - Assist in scheduling and assigning RCs to the age groups/camps where they are needed with guidance from directors
  - Supervision
    - Supervise RCs’ ability to manage camper experience and behavior effectively
    - Maintain awareness of each RC’s experience and mental/social/spiritual health
    - Help provide performance evaluations as necessary, but at least once per summer with Magruder Program Director
    - Report back to director team for continuity and shared understanding
  - Assist in organization, distribution, retrieval, and analyzation of end-of-week and end-of-summer evaluations
  - Assist in leading activities as needed
    - Program Coordinator is highly desired to maintain qualifications to lead activities, such as Archery, First Aid/CPR/AED, and Lifeguarding
    - Ability to maintain and inspect equipment for archery, swimming, and boating
  - Communicate with different departments of camp and conference staff to coordinate and confirm logistics of camp week
  - Provides relief to struggling staff/campers
    - May be used to bump up the campers:counselor ratios in emergency situations when high needs camper situations require more expertise
    - May serve as third “truddy” member to demonstrate skills to or support learning counselors
  
- Additional Miscellaneous Responsibilities
  - Answering office phone calls as needed
  - Writing occasional newsletter articles and blog posts
  - Assisting with dish washing and dining hall clean-up/set up
  - Assisting with cleaning during quick guest turnover and sorting compost and recycling
  - Coordinate logistical details concerning RCs
  - Assisting with social media updates, including Instagram, Facebook, and blog posts