

Big Bear Lake Christian Camp and Conference Center  
Program Camp Job Descriptions

Table of Contents:

2..... L.E.A.D Coordinator Job Description

3.....Lead Counselor Job Description

4.....Staff Counselor Job Description

5.....Camp Nurse Job Description

6.....Activities Director and Program Director Assistant Job Description

7.....Arts/Craft Director and Nurse Assistant Job Description

8.....Camp Speaker Job Description

9.....Camp Musician Job Description

## L.E.A.D Counselor

PURPOSE OF POSITION: 1. To assist in leading a successful High School program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

STATUS: Seasonal- Summer Program season and Winter Camp weekend

ACCOUNTABILITY: Accountable to the Program Director.

### ESSENTIAL FUNCTIONS

1. Creates lesson plans and activities for morning and evening small group times. Trains Lead Counselors on how to assist during said times. This will include an extra week of preparation work and lesson building before the start of Summer Camp.
2. Participates in arts/crafts, games, Bible times, quiet times, worship sessions, and campfire with their students.
3. Equips and encourages Lead Counselors to positively engage and interact with students.
4. Works ropes-courses and other free-time activities which may include games, arts/crafts, and the student store.
5. Interacts with campers who are dealing with more serious issues such as abuse, sexual harassment, anxiety, depression, and other ACA reported issues.
6. Attends nighttime meetings with other Program Staff members and ensures that High School Students stay in the cabins after lights out.
7. Assists/coordinates with Program Director in regards to lesson planning and camp theme.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with youth. Camp and children/youth ministry experience is not required but preferred.
2. Preferred experience leading a team of other adults, especially when it pertains to their interactions with youth. Must be able to have hard conversations when necessary and see the wider perspective of team development, camp goals and outcomes.
3. Must be able to commit full-time work for the entire length of camp (including the preparation week) and participate in all camp activities, which include active games and ropes course training.

### EXPECTED RESULTS

1. Energy and enthusiasm at all times when campers are present.
2. Transparency about both personal and work needs that inspire a willingness to work on a team.
3. Healthy relations between other staff and campers.
4. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

## Lead Counselor

**PURPOSE OF POSITION:** 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

**STATUS:** Seasonal- Summer Program season and Winter Camp weekend

**ACCOUNTABILITY:** Accountable to the Program Director. When working with High School students they are accountable to fir the LEAD Coordinator and then the Program Director.

### ESSENTIAL FUNCTIONS

1. Creates small group discussions and activities for morning and night sessions with gender-appropriate small groups.
2. Participates in arts/crafts, games, Bible times, quiet times, worship sessions, and campfire with their students. Overall, Lead Counselors join students in almost every activity throughout the day in order to promote positivity, fun, and safety.
3. Works ropes-courses and other free-time activities which may include games, arts/crafts, and the student store.
4. Wakes up students in the morning to help them get ready for the day while Staff Counselors are in their morning meetings.
5. Attends nighttime meetings with other Program Staff members. Strives to assist and support other staff while being transparent with their own needs.

### RELATIONSHIP WITH STAFF COUNSELORS:

1. Assists Staff Counselors in camper interaction during clean up times, shower times, and cabin times.
2. Helps with Staff Counselors maintain order and respect while in-cabin. Acts as the disciplinary (if necessary) so that Staff Counselors can maintain a healthy and fun relationship with their campers.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with children or youth. Camp and children/youth ministry experience is not required but preferred.
2. Must be able to commit full-time work to the entire length of camp and participate in all camp activities, which include active games and ropes course training

### EXPECTED RESULTS:

1. Energy and enthusiasm at all times when campers are present.
2. Transparency about both personal and work needs that inspires a willingness to work on a team
3. Healthy staff relations between other staff and campers.
4. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

## Staff Counselor

**PURPOSE OF POSITION:** 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

**STATUS:** Seasonal- Summer Program season and Winter Camp weekend

**ACCOUNTABILITY:** Accountable to Lead Counselors. When working with High School students, you are accountable to the Lead Counselor, then the LEAD Coordinator, then the Program Director.

### ESSENTIAL FUNCTIONS

1. Monitors the students in the cabin during sleeping hours, clean cabin time, and rest time.
2. Participates in arts/crafts, games, Bible times, quiet times, worship sessions, and campfire with their students. Overall, Staff Counselors join students in almost every activity throughout the day in order to ensure good and positive relationships among campers.
3. Works ropes-courses and other free-time activities which may include games, arts/crafts, and the student store.
4. Leads nighttime small group discussions in cabin groups and is responsible for getting campers to sleep after said discussions.
5. Attends morning meetings with other Staff Counselors.

### RELATIONSHIP WITH STAFF COUNSELORS:

1. Assists lead counselors in morning and evening activity/discussion times.
2. Acts as a friendly guide to the campers; allowing Lead Counselors to be a disciplinarian when necessary.
3. Even though Staff Counselors report to Lead Counselors, they are leaders of their own cabin groups and are responsible for each student in their cabins.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with children or youth. Camp and children/youth ministry experience is not required but preferred.
2. Must be able to commit full-time work to the entire length of camp and participate in all camp activities, which include active games and ropes course training

### EXPECTED RESULTS:

1. Energy and enthusiasm at all times when campers are present.
2. Transparency about both personal and work needs that inspires a willingness to work on a team
3. Healthy staff relations between other staff and campers.
4. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

# Camp Nurse

PURPOSE OF POSITION: 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

STATUS: Seasonal- Summer Program season and Winter Camp weekend

ACCOUNTABILITY: Accountable to the Program Director.

## ESSENTIAL FUNCTIONS

1. Oversees the physical and mental health of campers and staff members.
2. Regulates time and amount of medicine intake for campers. This includes nighttime and morning distribution for campers who require prescription medicine.
3. Will distribute essential medical care for students and give medical advice in necessary situations.
4. Calls parents in regards to any necessary medical updates and therein informs Program Staff of information necessary to better care for the camper.
5. Attends nighttime staff meetings to brainstorm more effective medical treatment and interaction with campers.

## KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with children and youth. Camp and children/youth ministry experience is not required but preferred.
2. Must have experience/knowledge in medicine and health/nursing.
3. Must be able to commit to full-time work for the entire length of camp.

## INTERACTION WITH ARTS/CRAFT DIRECTOR

1. Will ask for assistance during busy times if Arts/Crafts Director is not occupied with an activity. This will not include logging or discussing case-sensitive medical information.
2. Art/craft preparation and activity time take priority over the nurses' need of assistance.

## EXPECTED RESULTS

1. Energy and enthusiasm at all times when campers are present.
3. Transparency about both personal and work needs that inspire a willingness to work on a team.
4. Healthy relations between other staff and campers.
5. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

# Activities Director and Program Assistant

PURPOSE OF POSITION: 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

STATUS: Seasonal- Summer Program season and Winter Camp weekend

ACCOUNTABILITY: Accountable to the Program Director.

## ESSENTIAL FUNCTIONS

1. Creates games and activities for morning and evening game time and free-time. Trains Program Staff on how to assist during said times.
2. Participates in worship sessions and campfire with students. Is expected to assist both Lead Counselors and Staff Counselors in spare time.
3. Equips and encourages both staff and campers to positively engage/support one another.
4. Works ropes courses and other free-time activities which may include games, arts/crafts and the student store.
5. Assists Program Director in day-to-day tasks and duties. This will range anywhere from in-depth discussions to paperwork. Activities Director will not join Program Director for mandated reporting conversations with parents/guardians, students, or pastors.
6. Attends nighttime meetings with other Program Staff to brainstorm on how activities can be approved.

## KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with children and youth. Camp and children/youth ministry experience is not required but preferred.
2. Preferred experience leading activities, especially for larger groups of people. Must be able to alter planned activities to better team development, camp goals, and outcomes.
3. Must be able to commit full-time for the entire length of camp (including the preparation week) and participate in all camp activities, which include active games and ropes course training.

## INTERACTION WITH PROGRAM DIRECTOR

1. Activities Director will act as a listening ear and assistant to Program Director during camp hours.
2. Activity and game planning/preparation takes priority over the needs of the Program Director. However, the Program Director may interrupt an activity if a dire situation occurs.
3. Just because Activities Director may help the Program Director, it does not mean that the Activities Director has the ability to take charge over or direct other Program Staff Employees.

## EXPECTED RESULTS

4. Energy and enthusiasm at all times when campers are present.
5. Transparency about both personal and work needs that inspire a willingness to work on a team.
6. Healthy relations between other staff and campers.
7. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

## Art/Craft Director and Nurse Assistant

PURPOSE OF POSITION: 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

STATUS: Seasonal- Summer Program season and Winter Camp weekend

ACCOUNTABILITY: Accountable to the Program Director.

### ESSENTIAL FUNCTIONS

1. Creates arts and crafts for morning craft time, free-time, and occasionally nighttime free-time.
2. Trains Program Staff on how to assist during said times.
3. Participates in worship sessions and campfire with their students. Is expected to assist both Lead and Staff Counselors in spare time.
4. Equips and encourages staff and campers to positively engage and support one another.
5. Assists Camp Nurse in day-to-day tasks- only if the nurse needs assistance. This will range from getting ice to sitting in the infirmary as a witness during medical exams.
6. Attends nighttime meetings with other Program Staff to brainstorm on how arts/crafts can be improved.

### KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience interacting with children and youth. Camp and children/youth ministry experience is not required but preferred.
2. Preferred experience leading arts/crafts, especially for larger groups of people. Must be able to alter planned activities to better team development, camp goals and outcomes.
3. Must be able to commit to full-time work for the entire length of camp (including the preparation week) and participate in all camp activities, which include active games and ropes course training.

### INTERACTION WITH CAMP NURSE

1. Arts/Craft Director will assist the camp nurse with simple health tasks during downtime
2. Arts/Crafts planning/preparation takes priority over the needs of the Camp Nurse. If a situation is dire, camp Nurse will reach out to Program Director for assistance.

### EXPECTED RESULTS

3. Energy and enthusiasm at all times when campers are present.
4. Transparency about both personal and work needs that inspire a willingness to work on a team.
5. Healthy relations between other staff and campers.
6. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.

# Camp Speaker

**PURPOSE OF POSITION:** 1. To assist in leading a successful High School program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

**STATUS:** Seasonal- Summer Program season and Winter Camp weekend

**ACCOUNTABILITY:** Accountable to the Program Director.

## ESSENTIAL FUNCTIONS

1. Preaches on daily themes each evening for a 10-20 minutes block of time. Themes and verses are chosen by Program Director, but discussed with camp speaker.
2. Leads 30 minutes discussion and story time that further examines daily scripture.
3. Equips and encourages Lead Counselors to positively engage and interact with students.
4. Introduces daily theme and verse each morning.
5. Interacts with campers who have questions about daily themes and verses.
6. Discusses more serious issues of spirituality and mandated reporting laws with Program Director. May be involved in calling parents/guardians or talking with other pastors if necessary.

## KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience speaking with and preaching to both youth and children. Speaker must be able to adapt sermons to be age appropriate.
2. Must have Biblical knowledge and be familiar with Presbyterian theology. Biblical and/or ministry training is not required but preferred.
3. Must be able to commit full-time work for the entire length of camp.

## EXPECTED RESULTS

1. Energy and enthusiasm at all times when campers are present.
2. Transparency about both personal and work needs that inspire a willingness to work on a team.
3. Healthy relations between other staff and campers.
4. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.
5. Campers leave with a deeper understanding of the Bible, having explored more thoughts about their spiritual life and relationship with the Christian faith.



# Camp Musician

**PURPOSE OF POSITION:** 1. To assist in leading a successful program camp that furthers the mission and ministry of Big Bear Lake Christian Camp and Conference Center.

**STATUS:** Seasonal- Summer Program season and Winter Camp weekend.

**ACCOUNTABILITY:** Accountable to the Program Director.

## ESSENTIAL FUNCTIONS

1. Plays two sets (morning and evening) of acoustic contemporary christian music. For younger children, sets will include “campy” songs that will be taught to musicians during prep week.
2. Will be asked to play at serious camp activities such as communion, sunrise service, and experiential worship night.
3. Incorporates daily themes and/or daily verses into worship sets.
4. May be asked to participate in camp discussions, activities, and free time events. Will be expected to speak up when practicing time is needed.

## KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Must have experience playing leading music in a Christian setting and must be familiar with contemporary Christian worship music. Working with children/youth is not a requirement, but is preferred.
2. Musicians must be willing to learn “camp favorites” and incorporate them into sets. Musicians must be flexible and willing to play with a full acoustic set, with often limited time to practice.
3. Must be able to commit full-time work for the entire length of camp.

## EXPECTED RESULTS

1. Energy and enthusiasm at all times when campers are present.
2. Transparency about both personal and work needs that inspire a willingness to work on a team.
3. Healthy relations between other staff and campers.
4. Promotion and furtherance of the mission and ministry of PCCCI in such a way that campers desire to return to Big Bear Lake Christian Conference Center.