

## **CAMP CAMREC JOB DESCRIPTION**

**TITLE:** Assistant Summer Camp Director/Counselor

**RESPONSIBLE TO:** Camp Director

**HOURS:** Full-time, temporary

**COMPENSATION:** WA State minimum wage (currently \$17.13/hour); housing and most meals provided

**PREFERRED DATES:** June 24, 2026 - August 7, 2026 (approximately 6 weeks)

### **POSITION SUMMARY:**

Work closely with other staff in all phases of planning and directing the summer program. Care for the physical, spiritual and emotional needs of an assigned group of campers. Provide a Christ-centered atmosphere where all campers feel welcome and loved. Be sensitive and available for staff and campers who have special needs.

### **DUTIES AND RESPONSIBILITIES:**

#### **A. Before Camp** (in conjunction with Camp Director)

- Read over evaluations from previous year(s), make notes of needed changes.
- Decide staff responsibilities for the next week.
- Help prepare and lead orientation sessions.
- Help finalize each camp schedule and distribute to all staff and volunteers
- Be aware of potential emergency situations and practice response scenarios
- Assist in set-up to receive staff, volunteers, and campers

#### **B. During Camp**

- Assist in greeting families and conducting check-in
- Ensure all necessary parties are aware of medical needs
- Assist in leading daily staff meetings and adjust schedules as needed.
- Take pictures of activities and update Facebook photos.
- Ring camp bell for meals and at other necessary times.
- Be prepared to begin and end each meal.
- Provide additional camper direction and discipline when needed.
- Help to organize and lead group camp outs.
- Informally check in with staff and volunteers to encourage and problem solve issues.
- Assist in planning and supervising all camp activities, such as water activities, night games, and various other activities.

#### **B. After Camps**

- Assist in gathering feedback from staff, volunteers & campers
- Assist in clean-up and teardown of all spaces & equipment
- Conduct inventory of summer equipment & craft supplies
- Report repair needs

### **DESIRED QUALIFICATIONS:**

- Passionate about furthering the Mission of Camp Camrec and supportive of a Mennonite/Anabaptist perspective.
- Good communication skills, and able to make people feel welcome and comfortable.
- Flexibility and ability to work cooperatively with campers and other staff members.
- Minimum age of 20 and a high school diploma.
- Previous camp experience in counseling and other related fields.
- Ability to lead peers effectively, even under stressful situations.

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