

COUNSELOR JOB DESCRIPTION

1. Faithfully pray for all aspects of Tepee Bible Camp and for the times when you are leading.
2. Bring a sleeping bag, sleeping mat or narrow air mattress, pillow, toiletries, towel, wash cloth, Bible, Pen, small notebook, flashlight, insect repellent, sun screen, and ample clothing for the week.
3. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
4. Be prepared and on time for all camp activities.
5. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys
6. Must be a high school graduate age 17 or older. 16 year-olds who have been a CIT for 1 year may be used as counselors for Chippy Camps.
7. Attend the required staff training the first day of camp as well as complete online/in person courses in First Aid and Mandatory Child Abuse Reporting.
8. Submit to a background check if you are 18 yrs. of age or older.
9. Use your cell phone on Airplane mode only except in emergency situations.
10. Arrive no later than 8 a.m. on the first day of each camp to attend Staff Training.
11. Attend the 2 p.m. Staff meeting on opening day of each camp you will be working.
12. Faithfully pray for each camper in their tepee and for the camp as a whole.
13. Manifest a Christ-like attitude and behavior at all times.
14. Maintain Spiritual health and relationship with God through Jesus Christ by devotions, etc.
15. Strictly adhere to the doctrinal statement of the camp.
16. Dress appropriately – no short shorts (**must have at least a 5 in. inseam**), no short skirts, midriffs, halter tops, shirts with spaghetti straps. Bring long pants, a long-sleeved shirt or jacket, a hat, a water bottle, and sturdy shoes for the National Forest hike.
17. Bring a sleeping bag, pillow, toiletries, towel, wash cloth, Bible, Pen, small notebook, flashlight, insect repellent, sun screen, and ample clothing for the week.
18. Learn your camper's names. Greet them and their parents as they arrive.
19. Interview your campers during the week through the counselor-one-on-one interview sheet.
20. Hold devotions in your tepee each morning and evening.
21. Attend all staff meetings. Bring a battery-operated alarm clock so you can be on time in the morning.
22. Sr. guy counselors will take their 30-45 min. break when announced by the Chief. Sr. girl counselors will take a separate 30-45 min. break when announced by the Chief.
23. All Sr. Counselors will take their afternoon 30 min. break from 3:05 to 3:35 except for Nat'l Forest Hike day. They will take their trading post items with them and dispose of any trash from those items in a proper receptacle.
24. At least one boy and one girl Sr. Counselor must station themselves near the bath house during the shower time from 3:35-4:00. (You can rotate this duty with other Sr. Counselors)
25. Sr. Counselors must be present and seated with the campers in their tepee at all Bible lessons, worship times and missionary lessons. Each Counselor must print out 5 questions and their answers from each lesson and give these to the chief for Bible Quiz time.
26. Accompany your group of campers on Life's Trail Hike (all grades) and the Nat'l Forest Hike (grades 5-12).
27. Be cooperative with all other members of the camp staff.
28. Talk to each one of your campers about their salvation and walk with the Lord individually during each camp.
29. Consciously care for the health and safety of their campers.
30. Be responsible to the Chief. **Their directions are to be followed to the letter.**
31. Act like an adult at all times. Keep the proper relationship with the campers.
32. Spend as much free time as possible with your campers. We are here to minister to them, be available to do anything with them. There will be other times to socialize with the staff.
33. Enforce the camper rules consistently.
34. Strictly enforce quiet hours. Do not send campers out after lights out except to go to the bathroom. No camper should go alone to the bathroom at night. (Natural predators may be out at night.)
35. Know where your campers are at all times (count them). Only the counselor will go look for a camper if they are not present at an activity. Be sure your campers are at all scheduled events and meetings.
36. Monitor the showers, making sure no "horse play" is taking place. Make sure your campers remove their belongings from the shower house and pick up any trash before they leave the building.

37. Sit with your tepee at all meetings and meal times except the birthday meal.
38. Do not pursue boy-girl relationships with other counselors or staff, your primary responsibility is to serve the campers, remember you are the one who volunteered.
39. Participate in all activities your tepee is asked to do, including Bible Classes, Missionary Hour, Recreation, Games, Hikes, etc.
40. Watch your example: Your language, dress, how your time is spent, and especially your attitude. Do not complain in front of the campers and do not say anything unkind or derogatory about anyone.
41. Govern the camper's conduct inside the tepee at all times of the day. Order must be kept in a loving way.
42. During tepee clean-up make sure everyone helps out. Don't be lax. Tepees will be inspected. Assist your tepee in clean-up and help them choose a theme for their design each day. Younger children will need you to actively participate in constructing the design.
43. Encourage Bible Study, Scripture memorization, etc. during rest hour. Make it a meaningful time.
44. Ensure your tepee is quiet when it is time for "Lights Out".
45. Do your part at the campfire to promote an atmosphere of fun and sharing what Christ has done through the week in the camper's life. This can be the most important time, spiritually speaking, during the whole camp.
46. Oversee your tepee and help them with clean up in the dining room.
47. Make sure any ill camper is taken to the camp medical person as soon as possible.
48. Accompany any injured camper to the medical person, making sure the rest of your tepee is being supervised by another adult before you walk the camper to the medical office.

I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- **see Director for a sample ministry support letter**).

I further recognize Tepee Bible Camp will undertake the expenses of my room and board (including seeing the camp nurse) while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State Regulations and Health and Safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.

I have read, understand, and agree to carry out the responsibilities listed above to the best of my ability.

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| Signature of Counselor | Date |
| Camp Director's Signature | Date |