



Job Description

Counselor Placement Assistant / Camp Store Manager

Reports to: Administrator and Resource Coordinator

General Description of Duties:

Assist in the recruitment, training and tracking of volunteer counselor staff and provide service and resources in support of Deans and their Conferees.

Principle Duties:

- Recruiting/matching counselors for deans/Conference needs.
- Assist Executive Director and Deans in vetting prospective Counselors.
- Work with Business Manager, starting in mid-May to place orders for Camp Store.
- Take regular inventory, including beginning and ending inventories of Camp Store. Place orders as needed.
- Manage Camp Store money: will track daily camp store sales and note mission offerings. Generate financial reports.
- Make sure all prospective counselors have completed application and signature pages, the on-line counselor training, and provide info to the Registrar to do background checks.
- Track Counselor's paperwork, entering data in relevant databases.
- Assist the Administrator to maintain personnel folders on counselors.
- Participating in Sat. afternoon Counselor Training.
- Participating in Mandatory Training on Sunday a.m. for Deans & Counselors.
- Collect follow-up evaluations of counselors by deans, and provide input.
- Provide programming support for games and night activities.
- Kitchen rotation as assigned.
- Other duties as assigned.

Minimum Qualifications:

- Age 18 or older.
- Ability to use electronic platforms for training, communications, etc.
- Working knowledge of office machines- phone, Fax, copier, and computer, FileMaker Pro preferred.
- Ability to organize paperwork to comply with SLCC policies.
- Ability to work in a busy environment with multiple interruptions.

- Ability to communicate well on the phone and take accurate messages.
- Calm, mature, pleasant, helpful demeanor.
- Excellent customer service skills.
- Empowerment-oriented, and understanding the value of well-trained, well-selected, mature and enthusiastic counselors to the experience of the conferees.
- Working knowledge of games leadership.
- Working knowledge of song leading.
- Working knowledge of campfire activities.
- Utilize appropriate safety equipment, and insist that others do also.
- Self motivated.
- Dedication to the Mission and Ministry of SLCC.

The successful candidate will be able to:

- Inspire good leadership in volunteer counselors and deans.
- Organize counselor paperwork and requirements.
- Encourage and grow an aspiring group of volunteer counselors, who express and develop the mission of SLCC, to provide life-changing experiences for young people.
- Administer the Camp Store budget.
- Administer Mission money collection and dispersal.
- Help ensure State Health Laws and SLCC procedures are followed.
- Assist with carrying out the Staff covenant, and support the volunteers in following it as well.
- Schedule self to meet a variety of Conference schedules and goals.
- Organize a variety of tasks and projects to meet deadlines.
- Adapt easily and cheerfully to conference needs, especially with regards to counselors.
- Work well in spite of distractions.
- Choose activities that are appropriate to the age and abilities of each group of Conferees.
- Teach and lead games, songs, and campfire activities
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Show a sense of pride in service to the Ministry of Silver Lake Conference Center
- Work in ways that reduce waste and protect and respect God's Creation.
- Live in, work in and encourage a Christian Community.

And will:

- Exhibit maturity and be an appropriate role model
- Be self motivated and meet deadlines
- Work in an organized manner

- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.