



Silver Lake Conference Center

Job Description

Counselor Placement Assistant

Reports to: Resource Coordinator

Position Purpose:

Assists in the recruitment, training, and tracking of volunteer counselors. Provides office and administrative support of the summer program.

Principal Duties:

- Assist in the recruitment of volunteer counselors
 - Monitor counselor applications and match counselors with appropriate conferences
 - Assist volunteer Deans with reaching out to appropriate counselor candidates
 - Communicate camper numbers and counselor needs to Deans
- Assist in the collection of volunteer paperwork
 - Ensure that counselors receive clear instructions on how to complete required paperwork
 - Record completed paperwork and follow up with missing items
 - Check all volunteers against the National Sex Offender Registry
 - Provide contact information to Program Director for background checks
 - Make reference check phone calls as requested
- Assist in training counselors
 - Provide volunteers with login information for required online training modules and track completion
 - Attend Counselor Retreat in April and assist the Program Director as requested
 - Assist Program Director with weekly Saturday counselor training
 - Attend weekly Sunday volunteer training and assist as requested
- Provide office and administrative support
 - Prepare weekly fire drill list
 - Prepare, distribute, and collect weekly counselor, dean, and camper evaluations
 - Answer the main office phone
 - Other office tasks as requested

- Work as a member of the Resource Team
 - Assist Resource Staff with support to Deans as schedule allows
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Ensure that conferee social, emotional, and physical needs are met
 - Address or report safety issues
 - Provide program support for games and night activities as scheduled
 - Encourage conferees to try new things while maintaining a culture of challenge by choice
 - Enforce rules, camp behavioral covenant, and conference covenant

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Counselor Placement Assistant works closely with the Program Director ahead of summer to ensure adequate staffing of each conference. The Counselor Placement Assistant works with the Administrator to ensure the smooth operation of the office. The Counselor Placement Assistant works with the Resource Team to provide support to Summer Conferences.

Equipment Used:

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Van, truck, car, golf cart

Qualifications:

- Age 18 or older
- Excellent customer service skills

- Excellent organizational skills
- First Aid/CPR certification, or ability to obtain such
- Valid US Driver's License
- Satisfactory driving record
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience leading programs and activities with young people

Knowledge, Skills, and Abilities:

- Ability to handle confidential information with discretion
- Ability to work independently and to schedule self to meet deadlines
- Experience working in a variety of online platforms, including databases and communications systems (i.e., email, messenger apps, social media)
- Working knowledge of applicable State statutes and ACA standards
- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Superior communication skills
- Exhibit maturity
- Be an appropriate role model
- Be self-motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written hire letter and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.