

## **Program Facilitator**

### *Minimum Qualifications:*

- Authentically strong and visible commitment to Jesus Christ
- Desire and ability to nurture campers and staff in discipleship to Jesus Christ
- Current valid American Red Cross Life guarding Certificate or equivalent
- Current CPR and First Aid certification or completion during staff training
- Demonstrable swimming and rescue skills
- Desire and ability to work with children in outdoor ministry
- Ability to accept guidance and supervision
- Ability to relate to one's peer group
- Ability to lead Bible Study

*Accountability:* The Program Facilitator is directly accountable to the Program Coordinator and through him/her to the Program Director..

*Responsibilities:* The Program Facilitator will be responsible for the following:

#### I. Responsibilities as a Lifeguard

##### A. General Lifeguard Responsibilities

1. Participate in appropriate in-services, E.A.P. drills, and initial training
2. Maintain pool shower rooms, guard room, and the filter room
3. Complete grounds keeping tasks at the pool, canoe dock, and creek hike entrance

##### B. Activity Supervision

1. Supervise pool times, creek hikes, clean-offs, and canoe trips in accordance with Waterfront Management Plan
2. Conduct and record the results of swim tests
3. Prepare and lead group games in case of inclement weather during waterfront activities.

#### II. Responsibilities as Program Staff Member

##### A. Leading Program Activities

1. Lead environ. ed., archery, wall, high ropes, and other activities as certified

##### B. Assisting in Camp Programming

1. Assist in Morning Celebration, Evening Activities, and Vespers
2. Perform Program Tasks as designated by Program Coordinator
  - a. including Sunday tasks and weekly tasks (water chieftain, clean cabin, etc)

##### C. Facilities Maintenance

1. Assist in upkeep of facilities as designated by Program Coordinator
2. Prepare camp facilities for upcoming programming as necessary

##### D. Videographer Assistance as directed

1. Assist in gathering memories (photos and videos)
2. Assist in uploading of pictures/videos and distribution of cameras
3. Assist in burning of discs

#### III. Responsibilities as a Support Staff to a Family Group

##### A. Bible Studies

1. Attend every Bible Study with your family group, participating actively
2. Lead at least one Bible Study each camp week

## B. Room in a cabin

1. Provide assistance in cabin discipline and supervision of campers
2. Promptly join family group in cabin after fulfillment of evening activities, which should be before lights out
3. Lead cabin devotions in collaboration with counselor (at least once each week)

## C. Serve as a Support to Family Groups

1. Whenever not actively involved in Lifeguarding or Programming responsibilities the support staff should be with their family group
2. When with family groups, support staff should have nearly the same function as a cabin counselor, assisting with:
  - a. Camper discipline
  - b. Leading of camp activities
3. Assist assigned family group with cookout by preparing fire, aiding in food preparation, site clean-up and monitoring campers

## I. Identify and meet camper needs

### A. Work appropriately with individual campers

1. Learn the likes and dislikes of each camper
2. Spend one-on-one time with each camper in a safe environment
3. Help each camper to develop appreciation of the natural environment
4. Provide opportunities for each individual to experience success
  - a. Motivate campers to participate in various activities

### B. Respond to family group dynamics and camper behavior

1. Recognize opportunities for problem solving and Christian witness
2. Discuss individual and group problems or concerns with *family group*
3. Independently manage camper behavior effectively and positively
4. Collaborate effectively with other staff in management of camper behavior

## II. Implement camp programs

### A. Provide opportunities for transformation through faith in Jesus Christ

1. Lead one Bible Study weekly, actively participating in all Bible Studies
2. Lead cabin devotions nightly (with assistance from support staff)
3. Present a faith statement during Morning Celebration at least once each summer
4. Debrief activities & experiences with discipling emphasis when possible
5. Take advantage of unscheduled opportunities to develop camper faith

### B. Facilitate camper development as young Christians

1. Guide family groups and individual campers in successful participation
2. Set a good example for campers and others including Christian witness, cleanliness, punctuality, diligence, and manners
3. Ensure respect for personal property, camp equipment, and facilities

### C. Represent Crestfield professionally to parents

1. Write postcards to campers before they arrive
2. Represent self and Crestfield in a positive manner upon parent arrival
3. Communicate camper details to Camper Advocate throughout week
4. Provide parents with Crestfield notes upon departure

- D. Effectively lead camp activities
  - 1. Ensure camper safety
    - a. Explain and enforce camp safety regulations
    - b. Keep counselor first aid bag on-hand at all times
    - c. Instruct campers in emergency procedures
    - d. Carry out established roles for supervising camper health
    - e. Respond to environmental and other hazards
  - 2. Instruct and supervise camp activities
    - a. Provide appropriate instruction to campers in effective manner
    - b. Participate and supervise campers in activities
    - c. Debrief activities as appropriate for spiritual and group development
- E. Supervise all aspects of campers' day
  - 1. Be present with campers throughout the day at all times
  - 2. Motivate and engage campers in program through effort and positive example
  - 3. Utilize effective techniques to entertain campers through downtime
  - 4. Effectively supervise meal times while enforcing Christian manners
- F. Collaborate effectively with other staff members
  - 1. Communicate with co-counselors frequently
  - 2. Share responsibility for leading activities and managing camper behavior
  - 3. Support other staff members when appropriate
  - 4. Communicate needs and expectations with Program Coordinator and support staff
- G. Demonstrate flexibility and commitment to camp success
  - 1. Be willing to lead a variety of resident and specialty camps, including off site and daycamp experiences.
  - 2. Openness to resource work when extra counselors are available
  - 3. Respond to weather conditions in rescheduling activities
  - 4. Perform unexpected tasks to the best of your ability
- V. Miscellaneous
  - 1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
  - 2. Abide by the *General Expectations of Crestfield Staff*
  - 3. Staff will schedule and submit a one-hour break for each full camp day

**Revised 8-12-2008**