



Unit Leaders (Male/Female/Teen)

Reports to: Camp Program
Supervisor

Job Shift: 12+ Hour Shifts

Position Type: Full-Time
Temporary/Seasonal

Employee Status: Exempt

Level: Leadership

Job Category: Summer Programs

Direct Reports: Counselor

Job Summary:

The Unit Leaders (Male/Female/Teen) are members of the camp leadership team. They are tasked with managing and supervising all camp counselors and provide support and feedback when necessary. This includes providing coverage to maintain a ratio of supervision for campers. Unit Leaders help create a positive work environment, inspire the team to go above and beyond their job and hold accountable all summer counselors to FVCA policies.

Role & Responsibilities:

- To supervise, support and delegate assigned daily tasks to camp counselors.
- Provide coverage support to counselors to maintain an accurate ratio of supervision to campers.
- To lead in the creation and maintenance of a positive atmosphere throughout camp.
- To be actively and visibly present in all activities/events and assisting counselors with any issues as needed.

- Follow all guidelines of FVCA, including the philosophy, goals, and objectives.
- Assist with program and staff evaluation at the end of each session, and at the end of the summer.
- Lead end of week debriefing meetings with counselors to provide instructions and information regarding key areas including: cleaning activities, weekend plans and return-to-campus process.
- Plan and guide weekly briefings with the summer staff team.
- Pour into counselors with your time, prayers, energy, assistance and encouragement.
- Meet 1-on-1 weekly with each counselor to listen to them, guide them and pray for them.
- Supervise and assist in all areas of the camp.
- Ensure that camp logs and other documentation is completed accurately in a timely manner.
- Cover weekend supervision over summer staff as part of a rotation schedule for leadership staff.
- Model out to summer staff the proper method to actively engage campers on a consistent basis.
- Lead and facilitate initial and refresher training for counselors for skill development.
- Maintain break schedules for counselors and use floaters when necessary to cover supervision of campers when staff are on breaks.
- Ensure incident reports are completed in a timely manner and notify Camp Program Supervisor of any incidents so steps can be made to contact parents.
- Evaluate counselor's work performance and provide appropriate feedback when necessary. This includes following FVCA's disciplinary

process regarding accountability of counselor's job functions and responsibilities.

- Complete tasks and/or assignments above and beyond this job description as needed.

Requirements/Qualifications:

- Have a life that exemplifies a relationship with Jesus Christ which also impacts the lives of others.
- Must be authorized to work in the U.S.
- Must be able to pass a state and federal background check.
- Experience as a former FVCA camp staff member is preferred for this role.
- Must have regular church attendance and a pastor/church leader reference.
- Must enjoy being outdoors for long periods of time, live in missionary like conditions and end love camp activities.
- Must have a valid driver's license.
- Supervisory experience is preferred but not required.
- Experience working with children from low income communities.
- Must be able to adapt and relate, cross-culturally and embrace diversity.
- This position requires temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August.