



## Resource Lead

# Job Description and Expectations

### Job Description

The Resource Lead's primary responsibility is to support summer camp programs by providing support, encouragement, resources, and spiritual leadership to the summer staff and campers, and giving specific direction and oversight to the Resource Assistants and Resource Counselors. They will assist in all summer camp programs and must be extremely reliable and nimble. Daily responsibilities and tasks may need to be paused to jump in and cover a need in any program. The Resource Lead will act as a liaison between the Resource Assistants and the Youth Ministry Team to ensure that pertinent information is communicated and needs of campers and staff are known and addressed. They will step into camper and staff situations to offer advice and resources. They may also communicate with camper parents to keep them apprised of any incidents or unusual situations with campers. The Resource Lead's goal is to come alongside campers, their parents, and staff to provide resources that will set everyone up for successful and healthy experiences at camp.

**Supervised by:** Youth Ministry Team

**Supervises:** Resource Assistants and Resource Counselors

### Specific Expectations

- Work with the Resource Assistants and Youth Ministry Team to create a spiritual formation plan for summer staff.
- Act as a liaison between the Youth Ministry Team and Resource Assistants to help ensure that staff and camper needs (emotional, physical, spiritual, mental) are known and addressed.
- Consult with the Youth Ministry Team on weekly assignments of counselors in specific programs and housing locations.
- As needed, communicate with camper parents to inform them of any relevant camper situations. Build trust, listen to their concerns, account for their ideas, and communicate a summary of your conversation with the relevant staff, such as the Youth Ministry Team, Resource Counselors, Counselors, Medical Team, etc.
- Assist with leading staff training sessions, both at the beginning of the summer and throughout the season.
- Coordinate with the Medical Team to provide health-related resources to staff and campers and ensure relevant information is communicated.
- Lead and supervise the Resource Assistants and Resource Counselors and communicate clearly with them.
- Conduct mid-summer and end-of-summer conversations with other summer staff, possibly including the Resource Assistants, Resource Counselors, and members of the Counseling Team.
- Set an example for the rest of the staff in every way - Camper interaction, attitude, self care, discipline, and community participation. Keep yourself and the staff accountable.
- Aid in administrative tasks such as camper follow-up, evals, check-in and check-out, and others as assigned.
- Advocate for campers and staff. Find creative ways to provide resources and involve them into the program and community while keeping the bigger picture of Covenant Harbor's ministry in mind.
- Become familiar with all programs and areas of camp, and continually assess how you can best support the programs, staff, and campers.
- Complete administrative and organizational tasks as directed by the year-round Youth Ministry Team.
- Set up Resource Counselors for success by providing information regarding campers who may need specific support or resources. Help them discern where to spend their time if not assigned to a particular camper or cabin group.
- Monitor the progress of Resource Counselors and the campers in their care. Seek opportunities to continually improve the experience of the campers and the skills of the Resource Counselors..
- Manage your schedule, meet deadlines for projects, and plan your daily tasks wisely. Prioritize the success of campers and staff.
- Lead a discipleship group of counselors and support staff, as directed.
- Remain flexible and be prepared to shift responsibilities, fill in gaps, make wise decisions quickly, and meet unforeseen challenges while also fulfilling your initial tasks.

## **Requirements**

- Be at least 21 years old by May 20, 2022.
- Be available to live onsite at Covenant Harbor from May 20 to August 11, 2022.
- Experience and skills in interacting with elementary, middle school, and high school students and their parents.
- Experience leading peers required.
- Confident and professional in written and verbal communication.
- Strong theological and biblical knowledge.
- Summer camp experience required.
- Ability to pass a background check.
- Strong interpersonal, communication, organizational, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.

## **General Expectations for All Summer Staff:**

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.