

## PCCC Job Description

**THIS FORM MUST BE COMPLETED FOR ALL STAFF**

(Must be submitted to HR before first day of work)



Position: Seasonal Horse Camp Head Counselor  
Reports To: Horsemanship Director

Date Revised: 5/16/19  
FLSA Status: Exempt

### POSITION SUMMARY

The **Head Counselor** will work directly with the Horsemanship Director to plan and implement camp activities and programs. She will have a strong growing relationship with Jesus Christ and be a spiritual support for the counselors and campers. The Head Counselor will be a support system for the counselors during the week, will cover for the counselors if they need time off, and will be there to encourage the counselors. The Head Counselor will make sure that the counselors have all the tools they need to have a successful week of camp.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches at assigned campfires
- Assist campers with their personal devotionals and materials
- Assist campers in daily activities as needed
- Responsible for camper supervision 24 hours a day while on duty
- Keep campers on schedule and arriving on time to all activities
- Assists in the mentoring of the wranglers in training
- Responsible for guests' care, safety, and wellbeing
- Ensure that the guest needs are met at all times
- Look for and make use of teachable moments
- Pray for the staff, campers, and churches
- Participate in staff Bible studies
- Assist with wild land fire emergencies
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace
- Regularly required to stand, sit, walk, use hands to handle or grasp, reach with hands and arms, talk. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. May be required to lift a minimum of 25 pounds.
- Overlap into other areas of camp may occur as directed by supervisor.

Head Counselor:

- Responsible for the set-up and tear down of evening activities
- Plans, coordinates, and directs evening activities

### JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith and submits all other goals and desires to that main goal.
- Excellent verbal and written communication skills.
- Interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Good customer service skills, presenting a professional appearance and demeanor.

JOB SKILLS AND QUALIFICATIONS CONT.

- Strong attention to detail and organization while managing multiple priorities.
- First Aid and CPR certified (will train).
- Ensures that she could lead or introduce campers to Jesus Christ as Savior.
- Athletic lifestyle
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- Able to work in a fast-paced environment.
- Must be able to lift a minimum of 50 lbs.

Head Counselor:

- Experience and enjoys working with girls
- Able to lead and direct youth

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities. The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_