

## Job Descriptions

### Cabin Counselors

- We are looking for individuals (18+) who deeply love Jesus. Counselors are responsible for leading on average a group of 12 campers through daily activities in a camp week. Counselors provide leadership and supervision to campers. Counselors also are trained in various activities around the camp to help facilitate camper growth and development. Assist in providing leadership and growth opportunities to our Jr. Staff. Counselors will also assist in retreat activities and other camp areas as necessary.

Previous Experience: Experience with children is preferred.

### Head Counselor

- We are looking for individuals (18+) who deeply love Jesus. Head Counselors lead, assist and execute the daily program activities including games, meals, and adventure activities. They help in scheduling, cabin assignments, inventory of programming materials, and management of program areas. Head Counselors will support and manage our camp team through collaboration. They will also assist in retreat activities and other areas of camp as necessary.

Previous Experience: One year of summer camp experience is required. Experience with children is required. Experience with programming, scheduling, or leading a team is preferred.

### Counselors in Training (CIT)

- We are looking for individuals (16 & 17) who deeply love Jesus. They are to assist our cabin counselors with counseling responsibilities. They assist in providing leadership and supervision to campers. They will lead and assist in executing some daily activities. They assist in other areas of the camp as necessary. They may also assist in retreat programming and activities.

Previous Experience: No experience required. Experience with children preferred.

### CIT Lead

- We are looking for an individual who has a deep love for Jesus. They are to assist in managing the Jr. Staff Program (Counselor in Training & Leaders in Training). They are to assist in supervising and providing leadership to the other CITs. They are to provide support, feedback, and opportunities for growth through collaboration. They are to assist in other areas of the camp, including retreat activities and programs. We usually prefer this position for previous CITs of Pleasant Hill, if interested otherwise please mention it in the interview!

Previous Experience: Experience being CIT for at least one year at PHOC is preferred. One year of camp experience is required. Experience with managing a team is preferred.

### Camper Advocate

- We are looking for an individual (18+) who has a deep love for Jesus. The Camper Advocate is responsible for collaborating and communicating with parents/guardians about their campers throughout the camp week. Support the camp team by providing problem-solving tools, leadership, and information to properly handle camper situations. Assist and support other camp areas as necessary, this includes retreat programming and activities.

Previous Experience: One year of summer camp experience is required. Experience with children and parents is preferred.

#### Chapel Coordinator

- We are looking for an individual (18+) who has a deep love for Jesus. They are to provide leadership and spiritual development to campers and staff. They are to creatively and effectively communicate the summer's theme and God's word to both staff and campers. They are to develop and execute the chapel curriculum and program. They must also coordinate the production of the chapel program which may include but is not be limited to lights, sound, worship, and skits. They are to manage and take inventory of the chapel area. They will also assist in other camp areas as necessary, including retreat activities and programs.

Previous Experience: At least one year of summer camp experience is required.

Experience with public speaking, teaching, youth ministry, or children is highly desirable.

#### Media Coordinator

- We are looking for an individual who had a deep love for Jesus. Responsibilities include taking photos and videos of the camp, uploading media to appropriate sites, managing Pleasant Hill Outdoor Camp's social media accounts, managing media equipment, create, manage, and edit promotional media and items. Assist in managing communications with campers, staff, parents, & other camp-related personnel. They will assist in other camp areas as needed. Including retreat activities and programs.

Previous Experience: Experience with photography, videography, editing, and/or social media management is required.

#### Camp Health Officer

- We are looking for an individual who loves Jesus. Their responsibilities include delivering camper medications, inventorying the medical supplies, updating medical records, communicating with parents as needed, and addressing health concerns for campers and staff, using the camp's standing orders to determine the best treatments and care. They will assist in other areas as needed. Including retreat activities and programs.

Previous Experience: Experience with children in a clinical setting is preferred. Nursing college majors, RNs, BSN, EMT certification, or similar education is required.

**Position:** Cabin Counselor

**Purpose:** Provide guidance and supervision to campers

**Responsible to:** Head Counselors

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp(including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities (including our Jr. Staff Program)
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
3. Manage all areas of Cabin and camper life (including but not limited to behavioral and emotional management, cleaning, and stocking the cabin area, overall management of cabin, etc.)
4. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
5. Participate in camp programs and activities, which include all elements of camp & camp culture
6. Learn to operate, manage, and instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
7. Participate and/or lead in spiritual-based programming and activities
8. Assist in developing staff unity
9. Report any necessary information or concerns about the camp and campers to the appropriate personnel. This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
10. Assist in communication with parents/guardians of campers as needed
11. Participate in a performance review as necessary
12. Agree and comply with all camp policies, procedures, standards, and directives
13. Fulfill all the duties and meet the expectations as outlined in the staff manual
14. Other duties as assigned or necessary

**Qualifications:**

1. At least 18 years of age prior to the first week of camp
2. Understanding and agreement with the camp's mission, vision, and values
3. Passion to teach, understand lead, and develop children/campers
4. Ability to relate to campers/children & work cooperatively with other staff members
5. Previous experience with children helpful
6. Attend training & required days of your contract, availability for the entirety of camp is required

**Position:** Male & Female Head Counselor

**Purpose:** Provide guidance and supervision to Counseling Staff

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp (including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities (including our Jr. Staff Program)
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
3. Manage the counseling staff and provide guidance and problem-solving tools to assist in interpersonal relationships with themselves and the counseling staff
4. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
5. Participate in camp programs and activities, which include all elements of camp & camp culture
6. Learn to manage, operate, & instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
7. Participate and/or lead in spiritual-based programming and activities
8. Assist in developing staff unity
9. Report any necessary information or concerns about the camp and campers to the appropriate personnel. This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
10. Assist in communication with parents/guardians of campers as needed
11. Conduct & Participate in a performance review as necessary
12. Agree and comply with all camp policies, procedures, standards, and directives
13. Fulfill all the duties and meet the expectations as outlined in the staff manual
14. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. 18 years of age or above, with at least one season of experience in camp or related experience
2. Experience with children, programming, scheduling, and leading a team is preferred
3. Understanding and agreement with the camp's mission, vision, and values
4. Passion to teach, understand lead, and develop children/campers
5. Ability to relate to campers/children & work cooperatively with other staff members
6. Attend training & required days of your contract, availability for the entirety of camp is required

**Position:** Counselor In Training (C.I.T)

**Purpose:** Provide guidance and supervision to campers

**Responsible to:** C.I.T Lead, Counselors, & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp(including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Assist in providing leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
3. Assist in managing all areas of Cabin and camper life (including but not limited to behavioral and emotional management, cleaning, and stocking the cabin area, overall management of cabin, etc.)
4. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
5. Participate in camp programs and activities, which include all elements of camp & camp culture
6. Learn to operate, manage, and instruct on program areas (including but not limited to the camp store, rock climbing, zipline, archery, bikes, team building activities, etc.) as needed
7. Participate and/or lead in spiritual-based programming and activities
8. Assist in developing staff unity
9. Report any necessary information or concerns about the camp and campers to the appropriate personnel. This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
10. Assist in communication with parents/guardians of campers as needed
11. Participate in a performance review as necessary
12. Agree and comply with all camp policies, procedures, standards, and directives
13. Fulfill all the duties and meet the expectations as outlined in the staff manual
14. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. 16 or 17 years of age prior to the first week of camp, previous experience with children is helpful
2. Understanding and agreement with the camp's mission, vision, and values
3. Passion to teach, understand lead, and develop children/campers
4. Ability to relate to campers/children & work cooperatively with other staff members
5. Attend training & required days of your contract, availability for the entirety of camp is recommended

**Position:** CIT Lead

**Purpose:** Provide guidance and supervision to Jr. Staff

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp (including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Provide leadership, guidance, and supervision of Jr. Staff and Jr. Staff Program
3. Assist in providing leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
4. Manage the Jr. staff and provide guidance and problem-solving tools to assist them in completing their assigned tasks
5. Assist in managing all areas of Cabin and camper life (including but not limited to behavioral and emotional management, cleaning, and stocking the cabin area, overall management of cabin, etc.)
6. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
7. Participate in camp programs and activities, which include all elements of camp & camp culture
8. Learn to operate, manage, and instruct on program areas (including but not limited to the camp store, rock climbing, zipline, archery, bikes, team building activities, etc.) as needed
9. Participate and/or lead in spiritual-based programming and activities
10. Assist in developing staff unity
11. Report any necessary information or concerns about the camp and campers to the appropriate personnel.  
This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
12. Assist in communication with parents/guardians of campers as needed
13. Participate in a performance review as necessary
14. Agree and comply with all camp policies, procedures, standards, and directives
15. Fulfill all the duties and meet the expectations as outlined in the staff manual
16. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. Previous experience as a CIT at Pleasant Hill Outdoor Camp and experience with children are recommended
2. Understanding and agreement with the camp's mission, vision, and values
3. Passion to teach, understand, lead, and develop children/campers
4. Ability to relate to campers/children & work cooperatively with other staff members
5. Attend Staff Training & required days of your contract, availability for the entirety of camp is recommended

**Position:** Camper Advocate

**Purpose:** Provide communication between parents/guardians & camper, & support the staff through camper management

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp(including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Manage & provide communication between parents guardians & campers, while updating parents/guardians on any pertinent information
3. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities (including our Jr. Staff Program)
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
4. Provide leadership & guidance and problem-solving tools to assist cabin staff in camper management
5. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
6. Participate in camp programs and activities, which include all elements of camp & camp culture
7. Learn to manage, operate, & instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
8. Participate and/or lead in spiritual-based programming and activities
9. Provide staff morale and support as needed
10. Report any necessary information or concerns about the camp and campers to the appropriate personnel.  
This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
11. Follow through with campers, parent/guardians, government entities, and staff about camper-related reports and issues as necessary
12. Conduct & Participate in a performance review as necessary
13. Agree and comply with all camp policies, procedures, standards, and directives
14. Fulfill all the duties and meet the expectations as outlined in the staff manual
15. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. At least one year of summer camp experience is required
2. Experience with children and parents is preferred
3. Understanding and agreement with the camp's mission, vision, and values
4. Passion to teach, understand, lead, and develop children/campers
5. Ability to relate to campers/children & work cooperatively with other staff members
6. Attend training & required days of your contract, availability for the entirety of camp is required



**Position:** Chapel Coordinator

**Purpose:** Lead the camp's spiritual program and provide guidance and supervision to campers & staff

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp(including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Provide spiritual guidance, development, and support to campers & staff
3. Create and execute spiritual programming and activities (including but not limited to chapel, devotionals, skits, sayso, etc.)
4. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities (including our Jr. Staff Program)
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
5. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
6. Participate in camp programs and activities, which include all elements of camp & camp culture
7. Learn to manage, operate, & instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
8. Manage the chapel equipment and programs (including but not limited to lights, sound, skits, etc.)
9. Participate and/or lead in spiritual-based programming and activities
10. Assist in developing staff unity
11. Report any necessary information or concerns about the camp and campers to the appropriate personnel. This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
12. Assist in communication with parents/guardians of campers as needed
13. Conduct & Participate in a performance review as necessary
14. Agree and comply with all camp policies, procedures, standards, and directives
15. Fulfill all the duties and meet the expectations as outlined in the staff manual
16. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. 18 years of age or above, experience with summer camp, youth ministry, public speaking, or teaching is desirable
2. Understanding and agreement with the camp's mission, vision, and values
3. Ability to relate to campers/children & work cooperatively with other staff members
4. Passion to teach, understand, lead, and develop children/campers
5. Attend training & required days of your contract, availability for the entirety of camp is required



**Position:** Media Coordinator

**Purpose:** Create & Manage all the forms of media and media communication

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp(including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Create, manage, and edit promotional media and items (including but not limited to social media, media equipment, software, photo uploading sites, etc.)
3. Create & Manage creative social media content on multiple platforms
4. Capture videos and images to be used for the promotion of camps and retreats
5. Create photo & video content to summarize the camp experience (weeks of camp, staff, retreats, activities, facilities, etc.)
6. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Adjustment to camp life & cabin mates
  - b. Camp Program & Activities (including our Jr. Staff Program)
  - c. Spirituality
  - d. Camp Rules
  - e. Health & Safety
  - f. Camp & Cabin Cleaning procedures
7. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
8. Participate in camp programs and activities, which include all elements of camp & camp culture
9. Learn to manage, operate, & instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
10. Participate and lead in spiritual-based programming and activities
11. Assist in Staff Unity
12. Report any necessary information or concerns about the camp and campers to the appropriate personnel.  
This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
13. Assist in communication with parents/guardians as necessary
14. Conduct & Participate in a performance review as necessary
15. Agree and comply with all camp policies, procedures, standards, and directives
16. Fulfill all the duties and meet the expectations as outlined in the staff manual
17. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. Experience with camp is preferred, previous experience with children is helpful
2. Experience with photography, videography, editing, and/or social media management is required
3. Understanding and agreement with the camp's mission, vision, and values
4. Ability to relate to campers/children & work cooperatively with other staff members
5. Attend training & required days of your contract, availability for the entirety of camp is required

**Position:** Camp Health Officer

**Purpose:** Provide medical attention and treatment as necessary

**Responsible to:** Executive & Program Director

**Responsibilities:**

1. Work in cooperation with fellow staff to ensure a meaningful and positive experience for staff, guests, and friends of camp (including but not limited to other staff, board members, campers, parents, retreat groups, volunteers, etc.)
2. Deliver appropriate medical attention and care within the scope of care as emergencies arise, and contact the appropriate medical professional as needed
3. Manage medical supplies, records, medication, delivery of medication, and inventory
4. Provide & assist in communication with parents/guardians about medical care their child received
5. Work in conjunction with the Camper Advocate to supply sufficient care
6. Provide leadership, guidance, and supervision to campers in the following areas:
  - a. Health & Safety
  - b. Adjustment to camp life & cabin mates
  - c. Camp Program & Activities
  - d. Spirituality
  - e. Camp Rules
  - f. Camp & Cabin Cleaning procedures
7. Create an energetic, collaborative, positive, passionate, & fun atmosphere for friends of the camp
8. Participate in camp programs and activities, which include all elements of camp & camp culture
9. Learn to operate, manage, and instruct on program areas (including but not limited to rock climbing, zipline, archery, bikes, team building activities, etc.)
10. Participate and/or lead in spiritual-based programming and activities
11. Assist in developing staff unity
12. Report any necessary information or concerns about the camp and campers to the appropriate personnel. This may include:
  - a. Health concerns
  - b. Abuse, harassment, bullying, hazing
  - c. Disciplinary actions
  - d. Emotional or mental problems
  - e. Breaking of policies or procedures
13. Participate in a performance review as necessary
14. Agree and comply with all camp policies, procedures, standards, and directives
15. Fulfill all the duties and meet the expectations as outlined in the staff manual
16. Other duties as assigned or necessary, including substituting for other positions as directed

**Qualifications:**

1. 18 years of age or above, experience with children in a clinical setting is preferred. Nursing college majors, RNs, BSN, EMT, or similar education is required.
2. Ability to relate to campers/children & work cooperatively with other staff members
3. Understanding and agreement with the camp's mission, vision, and values
4. Attend training & required days of your contract, availability for the entirety of camp is required