



Summer Staff Job Description

Youth Counseling Coordinator

Ryan French, 2009 Camp Director

April Baker, 2009 Camp Director

PO Box 95, New York, NY 10028

Phone (212) 737-8258; Fax (212) 737-0098

camp@shilohnyc.org

General Responsibilities: Handle all aspects of camper counseling related to any conduct/disciplinary issues, abuse, or conflict issues. Work with counseling and program staff to ensure appropriate process is in place to identify and take action on necessary disciplinary issues. Attend all mandatory staff training, which includes but is not limited to Program Staff Training, Staff Training, and Staff meetings when needed.

Ratio: One male and one female director for the entire summer

Qualifications and Certifications: (for Shiloh and NY state)

- * At least 21 years of age, junior college level or higher
- * Extensive experience working with inner city children.
- * Excellent communication and listening skills.
- * Role model for staff, exhibiting a calm, Christian manner in the midst of camper or staff conflict.
- * Major or degree in psychology or social work, with training in youth counseling.
- * Previous experience with Shiloh Ministries Preferred.

Responsible to: Camp Directors

Specific Responsibilities:

1. Adhere to the policies set forth by New York State and Camp Shiloh as stated in the manual and materials given or revisions thereafter.
2. Review existing discipline policy. Submit to Camp Directors suggestions for additions or changes to current discipline guidelines.
3. Develop training plan centered on standards for discipline and submit to leadership staff for approval. Train all staff on approved plan in order to maintain consistency in treatment of camper discipline issues throughout the entire camp.
4. Ensure communication process is working with camper/staff and Y.C.C. with respect to discipline matters. Monitor consistency amongst male and female staff in handling discipline issues.
5. Immediately speak with the Health Director and Camp Directors if child abuse is suspected. Document and report accordingly to the proper authorities all cases of child abuse.
6. Maintain daily written files on all discipline issues brought to Y.C.C. and submit copies to Camp Directors.
7. Notify Camp Director of any campers who are subject to being dismissed from camp along with supporting reasons. Work with CD should the issue progress further, requiring the camper be sent home.
8. Assist Camp Directors in the implementation and supervision of Counselor in Training Program (CIT's) by mentoring alongside the teens as they interact with campers and staff throughout their time at camp.
9. Teach/facilitate daily Cross Training class.

Stipend: \$900—\$1,200 depending experience