

DEAR 2018 PROSPECTIVE COUNSELOR,

Ridge Haven has been abundantly blessed by the counselors the Lord has brought to work with us each summer, and we are thrilled that you are interested in being a part of that community. The following letter should help give you an overview of the counselor job and provide you with some details as you consider this position.

WHAT TO EXPECT

Summer camp provides an incredibly unique experience. You will get the chance to live and work in a place that is full of life, laughter, challenges, encouragement, friendship and most importantly a new (or renewed) love for our Savior. Through the work of the Holy Spirit, Ridge Haven counselors have the privilege of showing and sharing Jesus with children, and guests of all ages.

As a counselor, your main responsibility will be to devote yourself to the campers. As parents entrust their children to you each week, you will be undertaking the serious responsibility of ensuring the campers' physical, emotional, and spiritual safety and wellbeing. We believe that people understand and appreciate the gospel best within the context of relationships; therefore, your primary duty will be to establish an authentic, meaningful relationship with each camper in your cabin. Most weeks, counselors will be in a cabin with 8 or 9 campers. They will spend 24 hours a day with their cabin from registration on Monday until the closing ceremony on Saturday. There are also some weeks in the summer when Ridge Haven hosts groups and counselors will work on the operational side of camp life.

A summer of working at Ridge Haven will be one of the most difficult jobs you have ever worked, but we hope that it will also be incredibly rewarding as you live, work, and serve alongside others and create meaningful relationships.

Following this letter, you will find the Counselor Job Description. Please read carefully as this list describes responsibilities and requirements to give you an idea of what will be expected of you as a Counselor at Ridge Haven.

SUMMER DETAILS

Counselors need to arrive at Ridge Haven on **Wednesday, May 16th**, 2018 between 2:00 and 5:00 pm for staff training. Our summer camp season begins on May 28th and concludes August 3rd. Counselors will be free to leave on **Saturday, August 4th**. Generally, our camp week starts every Monday and concludes on Saturday around lunchtime. The remainder of the weekend will usually be free time for you to relax, fellowship, and worship. Because of the nature of hospitality ministry, you will be expected to work several weekends, as we often have conferences and retreats during that time. Nonetheless, we will ensure that on those weeks you have a day off. We will gather as a staff for worship each Sunday night in preparation for our next week of camp.

COMPENSATION

First year counselors will receive \$3,000 from Ridge Haven as compensation for a full summer's commitment, in addition to room and board. Returning counselors will receive \$3,250, in addition to room and board. All counselors **may** raise up to an additional \$3,000 in support. Counselors are not required to raise support.

For those choosing to raise support, Ridge Haven will guarantee **first year** summer staff (serving in the counselor role) a minimum of \$500 in support if they can show they have sent 50 support raising letters or \$1,000 if they have sent out 75 letters. Ridge Haven would pay these amounts, or the difference, only if the additional \$500 or \$1,000 were not raised in support.

We understand that raising support can be challenging. Our hope is that it will be an edifying process for you as you learn to lean on the body of Christ in the context of vocational ministry while also involving your supporters in your ministry at Ridge Haven. We are happy to provide advice and counsel during the support-raising process. You will not be on your own. Your church, presbytery, family, and friends will probably be your first points of contact. Your letters must go out by **Friday, May 11, 2018** and you will need to send a copy of that letter and list of recipients to me via email by that time. The money does not have to be raised before you are hired, you will receive your support at the end of the summer. We will provide more information after you are hired.

TIME OFF

The summer schedule at Ridge Haven is extremely busy, requiring our staff to be at full strength the entire time. We will ensure each of our staff members a day off every week because we certainly understand the necessity of rest. But we are looking for staff members who can commit their summer to the ministry of Ridge Haven. If there is a certain time that you would like to request off during your time at Ridge Haven, it will need to be pre-approved before you are hired. Take into consideration the fact that applicants who have requested less time off will be more readily hired. Please also know that we will do our best to accommodate time off for emergencies.

NEXT STEPS

Once we receive your online application, you may be contacted to schedule an interview when the interview season begins in January. We ask you to join us in praying that God directs our steps in this matter. Since there are many applicants and space is limited, we would encourage you to complete the application as soon as possible. Contact me at jessie@ridgehaven.org with any questions you may have during the application process.

In Christ,

Jessie Fleming

COUNSELOR JOB DESCRIPTION

Summary

The counselor is a summer-long position with the task of providing leadership and supervision to a specific cabin of assigned campers within a designated age-group. Ridge Haven counselors are expected to have a passion for sharing the love of Jesus with children and youth. Other responsibilities will include leading activities, providing basic first aid, assisting in campus cleanup at week's end, and other responsibilities as assigned to support the ministry of Ridge Haven.

Qualifications

- › Be a Christian who is growing in the Lord
- › Confess the Reformed Faith as it is contained in the Westminster Confession of Faith and Catechisms of the Presbyterian Church in America (PCA)
- › Have at least one year of college experience or the equivalent life stage
- › Passionate about impacting young people in a positive, Christ-like way
- › Possess the maturity, gifts, and skills necessary for working in a team
- › High energy, enthusiastic, enjoy the outdoors, and have a passion for serving others
- › Be willing to work with all age groups
- › Be willing to work a variety of tasks for long hours
- › Be willing to work weekends
- › Be willing to submit to authorities

Expectations

- › Encourage and counsel campers so as to challenge them to embody the gospel in their thoughts, feelings, and actions
- › Set a consistent example of Christian faith and discipleship
- › Supervise and share life with the campers, which includes exercising discipline and participating in meetings, games, and activities
- › Conduct cabin devotions on a daily basis for campers
- › Recognize and take advantage of teachable moments with campers throughout the day
- › Cooperate fully with each camp director, carrying out all duties assigned by him or her in a responsible, efficient manner
- › Make available his or her gifts and talents for the benefit of the camp
- › Facilitate climbing tower, ropes course, swimming and other activities for our guests
- › Serve in other areas when needed, which may include: camp activities, child care, kitchen duty, housekeeping, maintenance, grounds, sound and technical needs, photography, lifeguarding, office work, and any other area contributing to Ridge Haven's ministry
- › Demonstrate respect for personal property, camp equipment and facilities
- › Exercise good discipline in the areas of personal hygiene, punctuality, and sportsmanship

Additional Expectations

- Attend worship services each Sunday, at a local PCA church.
- Pack light—you will be moving cabins each week. Living quarters will be tight and we ask you not to bring any more than your bedding, a large duffle bag, and one other item (guitar, bike, pogo stick, fishing pole, etc.).
- Be flexible—because we demand a high level of customer service, we may make changes at the last minute in order to suit our customer’s needs. You must be able to adapt readily and quickly with a good attitude.
- Expect to work harder than you ever have before. Remember that during a camp week you will be with your campers 24 hours a day, Monday through Saturday. You can expect to have at least one day off every week.

Raising the Bar

Because we want to create a loving, trusting community, it is imperative that our Counselors uphold God’s Word as the ultimate standard for holy living. Therefore, we must insist that the following be submitted to without question:

- Refrain from alcohol, tobacco, and illegal drugs during the summer, including weekends
- Exercise self-control with sportsmanlike conduct and Godly behavior
- Use only words that edify and encourage others (no profanity or abusive words)