

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION – Wonderland Camp and**  
**Conference Center**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Dean of Men/Women

**LOCATION/DEPT:** Wonderland Camp and Conference Center

**REPORTS TO:** Program Manager

**OUTCOMES**

Deans are responsible for program and counseling leadership within their assigned unit of six to ten counselors, assigned support staff, and approximately 54-135 campers. Deans attend a leadership orientation session, assist in the general staff orientation, provide transportation leadership for campers on arrival and departure dates, give support and guidance for camper and staff discipline when needed. The Deans share the same responsibilities as a Unit Leader with one additional assignment: They are in charge of implementing all rules to all staff members during the summer.

The Deans help coordinate evening programming with Camp Leadership. Deans conduct assessment interviews with their staff, both at mid-season and end of season. They will encourage attendance at staff devotions and attend meetings as scheduled by Camp Leadership. Deans work with aquatics, nature, pioneer, crafts, ropes, archery, health services, and Camp Leadership in guiding staff in complying with camp guidelines (curfews, procedures) goals, and objectives.

**PRIMARY DUTIES AND RESPONSIBILITIES**

Program Administration

1. Attend Program planning sessions and leadership training week.
2. Provide leadership as a Unit Leader to Counselors, Assistant Counselors, and campers per session within own unit.
3. Responsibility of supervising all staff including Unit Leaders, Lifeguards, CNA's, Activity Leaders, Counselors and campers of same sex.
4. Assist with orientation of new staff members.
5. Assist with coordination of daily programming and worship services.
6. Monitor daily time off for counselors.
7. Share in counselor's responsibilities for campers.
8. Distribute evaluation forms to counselors for each camper and complete processing for submission to Program Manager.
9. Submit evaluation assessments from interviews with all staff including Unit Leaders, Activity Leaders, your Unit Counselors, and Assistant Counselors.
10. Attend all staff meetings as called by Camp Leadership.
11. Attend to pre-camp preparation of Program: office, equipment, recreation areas, and lodgings.
12. Maintain Program buildings and property; turn in work requests to Program Manager.

13. Supervise the maintaining of camp, (lights out, doors locked, curfew compliance and camp guidelines) to all staff members during camp sessions and days off.
14. Assist Camp Leadership in conducting evening staff devotions on a regular basis.
15. Supervise staff lounge area and living area for cleanliness and appropriate behavior.
16. Provide assistance to counselors in evening cabin devotions.
17. Assist in preparation and implementation of evening programs.
18. Complete accident reports for any accidents involving campers and staff.
19. Partake in nightly curfew checks and cabin lockdown.

#### Supervision

1. Provide support and guidance for discipline of all summer staff members.
2. Give supervision to counselors for cabin/property cleanliness and safety.

#### Camper Interactions

1. Assist with camper check-in at bus sites and continue to monitor camper and staff health needs daily.
2. Support by assisting in classes and camper interaction.

#### Other Duties

1. Assist with transportation of campers/staff.
2. Participate in and encourage attendance at staff devotions, outings, and worship services.
3. Complete ARC CPR for the Professional Rescuer and Standard First Aid.
4. Maintain a servant attitude; function as part of the ministry leadership team.
5. All other duties as assigned.

### **RELATIONSHIPS**

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center, including campers, families, Counselors and other staff. In these contacts, the individual acts as a representative of the Army and its mission.

### **SUPERVISION RECEIVED**

Under the general supervision of the Camp Director, Program Manager and the Divisional Youth Secretary, with some freedom to plan, schedule and carry out responsibilities, within established policies and guidelines.

### **EDUCATION**

- Minimum two years of college or equivalent preferred.
- Current ARC CPR for Professional Rescuer and Standard First Aid.

### **EXPERIENCE**

- Minimum two years previous experience as a camp counselor preferred.
- Some supervisory experience.
- Minimum two years experience working with one or more of the following populations:
  - a. Minority and at-risk youth
  - b. Senior citizens

