



**Job Title:** Summer Ministry Team Counselor  
**Department:** Office of Youth & Young Adult Ministry  
**Reports To:** OYYAM Manager  
**FLSA Status:** Temporary/Seasonal

**Prepared By:** Kevin Molm  
**Prepared Date:** 03/09/2022  
**Compensation:** \$4,000

The SumMiT Counselor carries out the work needed to provide an excellent ministry experience within a Catholic context for high school youth and young adults in various settings across the Diocese of Helena during the Summer, specifically the Kateri Institute of Integrated Learning (Kateri), Justice Outreach Project (JOP), the Young Adult Retreat at Legendary Lodge, and various youth and young adult events throughout the Diocese. Counselors must work well with other counselors in a positive and safe manner, cultivating an environment of Christian service. Counselors are responsible to care for and serve the youth in their charge, with support from fellow counselors and direction from the OYYAM manager. Counselors have many other duties related to running the programs, including planning, communicating, and marketing, and are expected to bring great energy and enthusiasm to their work.

**Essential Duties & Responsibilities:** Directly responsible for the needs and activities of the 5-14 youth placed in your care during the weeks of Kateri and JOP. Directly responsible for coordinating, marketing, and facilitating the Young Adult Retreat. The time in between the programs, Counselors are directly responsible for the coordinating, marketing, and facilitation of parish-based events at locations across Western Montana. Specific responsibilities include:

**General Responsibilities:**

- Be a positive Christian influence at all times and provide personal guidance to youth when needed.
- To be with your youth/young adults at all times unless on break.
- Communicate with parish and Diocesan staff and volunteers in a professional, timely manner when planning, coordinating, and marketing events.
- Be responsible for the stewardship of all program facilities and equipment.
- Represent the Diocese of Helena and its entities (e.g. Carroll College) and their respective missions in a positive manner.
- Reflect in attitude and actions that your position has an opportunity to further the missions of the Diocese of Helena and to be in service to Christ found in each youth/young adult.
- Assist in daily and weekly clean-up, food preparation, and program activity assignments.
- Engage in positive rapport with youths' parents.
- Assist other staff or volunteers in other tasks and duties as assigned or needed.

**Spiritual Needs:**

- Lead prayer in a variety of small and large group settings.
- Daily leadership of Bible Study and/or prayer for your small group.
- Plan and lead a daily bedtime devotional for the small group.
- Assist in planning and leading liturgy.
- Promote an atmosphere of Christian cooperation among the youth/young adults and fellow staff members
- Strive to be a positive Christian influence at all times and be Christ's witness in all your ways and works

**Physical Needs:**

- Maintain awareness of and ensure youths'/young adults' safety in all circumstances.

- Ensure your small group members are practicing good hygiene, sleeping habits, and eating habits during the week(s).
- Summer Ministry Team Counselors will be expected to participate in and/or facilitate outdoor program activities, such as going on hikes, playing games, swimming, etc.

**Program Activities:**

- Be involved, participate, and/or facilitate all program activities, whether leading or not.
- Lead activities such as games, singing, prayer, and worship as assigned by the OYYAM Manager or other designated staff member.
- Assist with leading activities, such as prayers, skits, arts and crafts, nature activities, etc.
- Supervise youth every day, including room clean-up, quiet time, evening activities, meal times, non-structure time, getting ready for bed, etc.

**Camper Discipline:**

- Understand, follow, and enforce all program policies and standards.
- Make sure that your youth are behaving in an appropriate manner during all activities.
- Encourage respect for the property of others and for the program or on-site facilities and equipment.
- When necessary, refer discipline problems to OYYAM Manager or other appropriate staff member.

**Emotional Needs:**

- Establish a rapport with each youth/young adult as much and as quickly as possible.
- Treat all youth/young adults fairly and show loving concern for all aspects of their welfare.
- Strive to build self-esteem and self-value in each person.
- Provide opportunities for discussion of individual or group problems/concerns.
- Teach your small group to be inclusive, positive and sensitive to each one's needs

**Education and/or Experience:**

*Minimum Requirements:*

- Must be at least 19 years of age and have completed one year in a post-secondary educational program.
- Must have familiarity/experience working/volunteering with children and/or teens in a faith-based setting.
- Preference given to those who have completed 3 years of a post-secondary educational program.
- Preference given to those who will/have taken before June 2022 Theological Anthropology at Carroll College (TH-289C), which can count towards general electives or a CORE theology for Carroll students.

**Job Requirements:**

- Fully contribute with the Summer Ministry Team to:
  - engage in daily counselor prayer each morning before youth/young adults arise
  - clearly communicate youth's needs to appropriate personnel
  - lead activities with/for youth/young adults
  - participate creatively in group skits and presentations
  - facilitate indoor and outdoor games
  - participate in and/or lead liturgy and music
  - engage in daily prayer
- Practicing Roman Catholic, living a genuine and recognizable life of faith, with no bias against the Church or its teachings, and willing to work cooperatively in its endeavors especially those specific to the Bishop of Helena and the missions of the Diocese of Helena and Carroll College.
- Ability and desire to contribute in high energy youth and young adult oriented work environment.

- Licensed to drive in the State of Montana, ability to drive a pickup truck or van, and completion of Diocese of Helena online drivers' safety course.
- Accepts supervision, guidance and constructive criticism from fellow counselors, Summer Ministry Team Management Staff, the Director of the St. Kateri Institute, and the Manager of the Diocese of Helena Office of Youth & Young Adult Ministry.
- Exhibit qualities of Christian Character, participate in prayer and service.
- Diocese of Helena Safe Environment Policies and Background Check: Summer Ministry Team Counselors must comply with all Diocese of Helena Safe Environment policies, including completing the Protecting God's Children® (VIRTUS) program and submitting to a criminal history background check and/or fingerprinting.
- Carroll College Driving and Safe Environment Policies: Summer Ministry Team Counselors must comply with all Carroll College safe environment policies regarding driving and working with youth.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Programs will include various outdoor activities, such as hiking, swimming, climbing, rafting, etc. The employee is expected to be able to participate and, as appropriate, lead, facilitate, assist in, and supervisor such activities.

**Work Environment:** The work environment characteristics 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.

This position functions in both a classroom environment, with a controlled atmosphere building, and outdoors where conditions will not be controlled. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Carroll College reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

If you are interested in this position, please complete the application online at <https://web4u.forms-db.com/view.php?id=1283523>. This position will be open until filled with a first look date of April 4 , 2022.