



Job Title: Head Counselor (Male/Female)  
Classification: Nonexempt (*Seasonal*)  
Reports to: The head counselors report to the camp director.  
Salary Range: \$225-\$300 per summer

#### Position Purpose:

The head counselors will serve as liaisons between the counseling staff, program staff, and leadership team. These people (one male and one female) will keep leadership staff abreast of issues with counseling staff and will step in to help as necessary.

#### Essential Job Functions:

1. Serve as a frontline resource for counseling staff
  - ◆ Provide staff resources.
  - ◆ Visit cabins and help as necessary.
  - ◆ Listen and provide advice.
2. Represent counseling staff in leadership team meetings
  - ◆ Ensure needs of counselors are considered.
  - ◆ Relate issues, successes, and challenges of counseling staff to leadership staff.
3. Help make counseling staff feel included and comfortable at camp
  - ◆ Frequently check in on counselors to ensure their needs are met.
  - ◆ Plan staff events as desired.
  - ◆ Prior to camp, reach out to staff to begin building relationships.
4. Serve as a cabin counselor

#### Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

#### Relationships:

The head counselors will work closely with both leadership team and counseling staff. Relationships are a crucial part of this job.

#### Knowledge, Skills, and Abilities:

- ◆ Training and experience in a variety of program activities offered at the camp.
- ◆ Ability to schedule and supervise staff.
- ◆ Desire and ability to work with children outdoors.

#### Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.*

### **The head counselors will serve as members of program staff and leadership team.**

#### Typical Day

- ◇ 7:00 am - Wake up: Ensure everyone in the cabin is awake and ready for breakfast. Assign campers jobs and assist in cabin clean up.
- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 9:00 am - Activity 1: Lead or assist in leading activities, including Outdoor Living, Sports, Movie Making, and more. Counselors will be assigned to one activity per week. This activity may change week to week. While leading activities, ensure camper safety and engage with campers.
- ◇ 10:00 am - Activity 2: Same as Activity 1. Counselors may be at a different activity for Activities 1 and 2 based on camper interest.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Talk to cabin and choose Cabin Time activity. Lead activity, ensure safety, and engage with campers.
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Work with co-counselor to lead age-appropriate devotion for cabin.
- ◇ 1:30 pm - Rest Period: Ensure cabin safety and engage campers
- ◇ 2:30 pm - Afternoon All-Camp: Assist in leading activity as necessary. Participate in activity alongside cabin. Create hype for cabin. Assist in creating cabin unity and engage with campers. Ensure rules are followed and ensure camper safety.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - o Counselors are off when their campers are at deans program.
  - o When at optionals, lead activity, ensure camper safety, engage with campers.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - o Counselors: same as above.

- ◇ 5:30 pm - Cabin Time: Ensure camper safety. Help campers get ready for dinner. Engage with campers.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading activity as necessary. Participate in activity alongside cabin. Create hype for cabin. Assist in creating cabin unity and engage with campers. Ensure rules are followed and ensure camper safety.
- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 8:30 pm - Return to Cabin: Facilitate conversation between campers. Engage with campers. Ensure camper hygiene and safety. Help get campers to bed.