



## JOB DESCRIPTION

**Job Title:** Head Counselor

**Reports to:** Summer Camp Director

**Position Purpose:** Head Counselors are the primary caregivers for each camper and are responsible for leading their respective group or Senior Counselors and CITs. The Head Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

### Essential Job Functions:

1. Supervise in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned and ensure other counselors actively participate.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
  - Supervise in program areas such as waterfront, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - Ensure that campers receive their medications as directed by nurse.
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp nurse and/or camp director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
  - Serve as a positive Christian role model to campers and ensure other counselors are following this.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule and sportsmanship.

### **Other Job Duties:**

- Contribute to verbal and written evaluations and communication as requested.
- Complete evaluations on fellow Senior Counselors and CITs
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Supervise in the planning of any special events on or near the waterfront.
- Ensure groups is staying on schedule
- Communicating directly with camper parents

### **Equipment Used:**

Head Counselors may be asked to use fire protection equipment, washers and dryers, drive watercraft, sail sailboats, use power tools and use specialty program equipment. Some over 21 may be asked to drive camp vehicles.

### **Qualifications:** (Minimum Education and Experience)

- Must be 18 years of age and a high school graduate.
- Must be able to obtain or become certified in First Aid/CPR.
- Must be willing to become a certified Lifeguard.
- Must submit health history record and examination form prior to first day of work.
- Must be able to pass a criminal background check
- Ability to interact with all age levels.
- Ability to lead and direct a group your peers and discipline when necessary.
- Obtain a Boater Safety Certification

### **Knowledge, Skills, and Abilities:**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.

### **Physical Aspects of the Job:**

- Ability to communicate and work with all groups 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.

Some physical requirements of a Head Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, swimming, climbing and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals.