

Camp Shaw-Waw-Nas-See ***Job Description***

Job Title: **Head Counselor (both villages)**
Classification: Exempt (Seasonal)
Reports to: Assistant Director

Position Purpose:

Head Counselors are the direct supervisors and supporters of the cabin counselors. They are responsible for overseeing cabin life in their respective village, checking in with counselors regularly, and are present in the village helping cabin counselors resolve issues with their cabin, ensuring everyone is staying safe and healthy, and coming up with creative ideas to keep the campers engaged and having fun.

Essential Job Functions:

1. Participate in pre-camp planning and staff training.
 - Communicate regularly with other leadership staff (Director, Assistant Director, Program Director, and the other Head Counselor) and attend virtual meetings as coordinated.
 - Assist in the development of staff training, focusing on camper health and safety and counselor support.
 - Work with the Director, Assistant Director, Program Director, and the other Head Counselor to deliver staff training.
 - Check in with counselors during staff training week to ensure they are adjusting and feeling comfortable with camp life and supporting them if they're not.
2. Assist in scheduling, assignments, and meeting facilitation.
 - Use office hours during the camp week for leadership meetings, planning, and paperwork.
 - Assign counselors to cabins/housing on a weekly basis, taking requests into account.
 - Assign counselors to monitor the bath houses during heavy times of usage.
 - Work with the other Head Counselor to assign extra cabin duties (e.g. flag, meal leading, cleaning) weekly.
 - Review all camp safety procedures and rules with all campers and staff in your respective village each Sunday.
 - Assist with the planning and facilitation of staff meetings.
3. Be present in your village, communicating with counselors and campers regularly, and helping resolve issues when necessary.
 - Check in nightly with all counselors in the village (vespering) after evening activities. If counselors are not available (due to approved late night activities), check in with them during other times of the day. If necessary, request assistance from the Program Director, Assistant Director, or Director.
 - Coordinate late-night activities in your respective village.
 - Serve as a cabin counselor in your village when needed.
 - Communicate with Try Campers to determine whether they wish to extend their stay and provide a list of their decisions to the person who will contact parents.
4. Maintain high standards of health and safety in all activities for campers and staff.

- Pay attention to campers and staff needs and assist them with personal and/or health problems. Ensure the Nurse and/or Director are updated when necessary on any concerns in your village.
 - Pay attention to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the Camp Director.
5. Be a role model to campers and staff in your attitude and behavior.
- 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:

- ◇ Carry a charged walkie-talkie at all times of the day, and ensure it is charged and accessible at night.
- ◇ Provide the overall management of Open Upper Camp with the other Head Counselor.
- ◇ 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.
- ◇ Help clean-up camp to prepare for the next group and perform daily maintenance/clean-up tasks as assigned, which may include kitchen duties.
- ◇ Complete mid-season and end-of-season staff observations and evaluations as assigned.
- ◇ Write a Head Counselor report at the end of the summer camp season.

Equipment Used:

Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some will be trained to drive camp vehicles (although not transporting campers).

Qualifications: *(Minimum Education and Experience)*

- ◇ Age 18 years or older by the start of the camp season.
- ◇ Must submit a health history record prior to the first day of work.
- ◇ Ability to interact with all age levels.
- ◇ Current Food Handler Certification (highly desirable but not required)
- ◇ Current certification in First Aid & CPR (highly desirable but not required)
- ◇ Current lifeguard certification (desirable but not required)

Knowledge, Skills, and Abilities:

- ◇ Experience in conflict resolution, behavior management, and supervising.
- ◇ Desire and ability to work with children in an outdoor setting.
- ◇ Understand the development needs of youth.
- ◇ Ability to relate to youth and adults in a positive manner.
- ◇ Ability to effectively communicate with other staff in a professional manner, acting as a mature role model while supervising peers.

Physical Aspects of the Job:

- ◇ Ability to communicate and work with groups participating 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 will require endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate equipment and facilitate camp activities; requires normal range of hearing and eyesight and the ability to lift up to 25 lbs in order to fulfill job duties; 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 such as insects, snakes, bats, etc.