

Head Counselor Job Description

Job: Head Counselor positions are a seasonal summer only position. Head Counselors are responsible for overseeing all counselors, groups and children. Must have good communication skills between all staff, campers, leadership/admin, be able to mitigate and solve needed issues for counselors and campers as needed and must be a role model to all campers and other staff. There are two Head Counselor positions available.

Job Responsibilities:

- Good communication between Admin/Leadership/Co-workers as needed
- Apply disciplinary policies to handle all behavioral issues for Clover, Maple, and Marshall campers and communicate directly to the Admin Team.
- Touch base periodically throughout the day with Admin as available, maintaining a minimum of a weekly meeting regarding each session
- Help provide a fun and safe environment for all campers
- Participate in all activities as needed. (Songs, daily/evening activities etc.)
- Planning and teaching needed programs/classes for campers as needed
- Assist counselors with their programs/classes as needed
- Join groups as needed to cover counselors off periods and breaks etc.
- Must be on time to all scheduled activities/meetings and meal times
- Assist Program Manager with scheduling and activities as needed
- Meet with Program Manager a minimum of once a week
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Rotate into groups to assist with break times and facilitate observation
- Model all skills as required of staff for which this position supervises
- Take responsibility of a leadership role during all potential emergency situations, drills or actual
- Model all skills as required of staff for which this position supervises
- Other duties as needed as assigned from Admin/Leadership Team

Job Requirements:

- Must be 18 years of age or older
- Must be CPR/First Aid certified (Camp can provide training if not currently certified)
- Must pass a CORI/SORI/NSOR, provided by Camp
- Previous work with children ranging from ages from 7-16
- Previous leadership experience
- Follow and enforce all Camp Marshall policies and procedures
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting up to 20 lbs.