

HEAD COUNSELOR JOB DESCRIPTION Summer 2017

The Head Counselor is responsible for general supervision of all Summer Staff and attends to the many details that make the smooth running of camp possible. This person acts a liaison between the Session Staff and the permanent Summer Staff, facilitating and supporting the four primary areas of summer camp: Christian Community, Worship, Activities & Music, and Program. The Head Counselor knows when to lead and when to follow. HC is heavily involved in operating canteen, delegating responsibilities that relate to canteen, facilitating cabin maintenance, and setting a sound and enthusiastic example for all other staff. The Head Counselor is accountable to the Summer Camp Coordinator and the Session Director.

Specific responsibilities and duties for the Head Counselor are as follows:

- to serve as an example of sacramental ministry
- provide feedback and assessment for staff members and summer camp program
- to act as a role model and leader for the other Summer Staff members
- to work with the SCC and SD at pre-camp to facilitate the planning and schedule for each session
- to act as a 'bridge' between Program Staff and Summer Staff for communication and facilitation of the session as a whole
- to facilitate an evaluation session at the end of each camp session
- to ensure that staff members carry out their daily tasks
- to ensure that adequate supervision is provided for all camp activities
- to work with SCC and SD to set agenda for and conduct daily staff meetings
- to inform SCC of any camper or staff problems or issues
- to work with the Summer Camp Manager to make sure canteen inventory is well stocked, organized, clean, and operating well
- check cabins for cleanliness and report any repairs needed
- vigilantly ensure the safety and well-being of campers while under his/her watch
- uphold and enforce high standards of behavior and impeccable standards of safety of the Summer Staff
- other tasks as deemed appropriate for the scope of the position

The Head Counselor needs to be able to:

- be flexible and work with a variety of management styles
- be able to make decisions under pressure
- listen reflectively
- motivate others and be willing to confront others when the need arises
- encourage and praise the work of others
- delegate tasks and responsibilities
- organize a tremendous amount of detail
- plan an agenda and facilitate a meeting
- manage money when needed
- maintain a friendly and understanding attitude with campers
- maintain a professional demeanor with all members of the Summer Staff and Session Staff