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**Job Description**

**Head Counselor**

**Employment Status:**

* Seasonal Position

**Qualifications:**

* Be at least 18 years of age and possess the maturity and skills needed to perform the job successfully.
* Have a sincere desire to work with and be of service to children.
* Be willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
* Have minimum of one year working experience at Camp Blodgett.
* Have experience with leadership.
* Demonstrate organizational skills.

**Responsible to:**

* Camp Director

**Head Counselor Responsibilities:**

* Take every effort to be a leadership presence in building and nurturing a sense of community and understanding among all staff members.
* Serve as a supervisor, but also as a support to camp staff.
* Work closely with the Directors in the coordinating and organizing of the total camp program.
* Attend and assist in leading all planned activities, including staff training and staff meetings, and follow the daily schedule.
* Assist Camp Directors with planning and implementing certain elements of staff training.
* Be accessible at all times to assist with camper discipline and emergency situations.
* Be an integral part of the camper discipline system, working with individual campers, helping staff through problems and being a general resource.
* Along with your Co-Head Counselor, delegate tasks to support staff members when you deem it necessary.
* Assist the directors in planning and implementing special events and activities.
* Inform all members of the staff of changes in the normal schedule.
* Carry out bell ringing to begin and end all daily activities, or delegate these tasks to an appropriate support staff.
* Monitor the counselors’ well-being and serve as a respite to counselors when necessary.
* Communicate with the directors regarding the well-being of the staff.
* Assign support staff to assist with cabins or activities when needed.
* Coordinate Ranger duties during evening staff meetings.
* Perform some administrative duties in the office when needed.

**Camp Responsibilities:**

* Help each camper adjust to and grow within the Camp Blodgett setting.
* Review the camp rules with campers and help to enforce these rules consistently throughout the session.
* Promote and support positive and meaningful interactions between campers.
* Fulfill the responsibilities of Counselor of the Day as they are assigned.
* Be aware of campers’ whereabouts at all times.
* Eat meals with campers, giving attention to camper interaction and dining hall procedures.
* Assist with all-camp events and other camp-wide activities as assigned.
* Serve as a support to the Young Leader Coordinators by filling in when they need time out of the kitchen.
* Report to the Camp Director any concerns about a camper’s health, safety, or well-being.
* Assist in total camp cleanup at the end of each session as per the Camp Director’s direction and at the end of the season as per the Facility Director/Executive Director’s direction.
* Fulfill all other duties as assigned by the Camp Director.