

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.