



Job Description HEAD COUNSELOR

Employment Status:

Seasonal Position

- This role may include preseason preparation from February 2024-April 2024.

Qualifications:

- Be at least 20 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 experience with leadership.
- Demonstrated organizational skills.
- Excellent written and oral skills.
- Prefer minimum of one year working experience at Camp Blodgett.

Responsible to:

- Assistant Camp Director

Head Counselor Responsibilities:

- Make 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 and support camp staff including coaching, skill transfers, and performance evaluations to help their program delivery.
- 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.
- 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.
- Document all coaching for staff, camper disciplines and reporting.
- Along with your Co-Head Counselor, delegate tasks as needed to support staff members.
- Assist the directors in planning and implementing special events and activities.
- Inform all members of the staff of changes to the normal schedule.
- Carry out the bell ringing to begin and end all daily activities or delegate these tasks to an appropriate support staff.
- 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.

Effective Date: 12.21.23

- Perform some administrative duties in the office when needed.
- 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, paying 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 and Associate Executive Director any concerns about a camper's health, safety, or well-being.
- Attend all planned activities, including staff training and staff meetings, and follow the daily schedule.
- 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/Associate Executive Director's direction.
- Perform other duties, as assigned.