**HEAD COUNSELOR**

**Qualifications:**

1. An experienced counselor that has the ability to relate to peers close to his/her age in an administrative role.
2. At least 21 years of age.
3. Ability and experience in planning and the administration of programs and personnel.

**Responsible to:** Program Leadership Team

**General Responsibilities:**

1. To serve as a resource, a leader, and a liaison for counselors and all staff.
2. Serve as a member of the summer program leadership team.

**Specific Responsibilities:**

1. Model positive and appropriate behavior to campers and other staff, including:
   1. A friendly, upbeat and encouraging attitude.
   2. A welcoming and inclusive manner towards others.
2. On Duty status on night times and rest periods.
3. Counselor’s first resource for homesickness, bullying, and other tough issues.
4. Fill in when a counselor cannot fulfill his/her role.
5. Help plan and participate in camp wide activities.
6. Help in the training process, specifically to give counselors the resources they need.
7. Help with administrative task; such as camper evaluations and staff feedback.
8. To coordinator daily program schedule and assist with weekly and daily sign-up by group counselors.
   1. run the weekly Sunday sign up meeting including but not limited to:
      1. Set up: have copies of forms/schedules ready
      2. Sign up groups for weekly activities: nightly activities, HITW, meals out
      3. Double check Meal Out Forms
9. Make sure that all parent concerns get addressed as soon as possible and as appropriately as possible and including full time leadership in conversation when necessary.
10. Assist with all “difficult campers”.
11. Help counselors become the best counselors they can be.
12. Build great relationships with all staff and assist them in transforming campers lives for the better.