

Job Descriptions

ASSISTANT HEAD COUNSELOR - MALE/FEMALE

**Immediate Supervisor: Head Counselor - Male/
Female**

Officer Supervisor: Assistant Camp Director



1. Maintain the radio for the cabin area, making all radio communication for counselors to head counselors.
2. Be on duty in the bathhouse every morning and evening during shower time, making sure to include this time in incident report book daily.
3. Assist the Head Counselor with any needed responsibilities.
4. Assist the Head Counselor in Staff Meetings/Training.
5. Be a spiritual advisor to the counselors. Offer encouragement and guidance.
6. Maintain all duties of a regular counselor. (See Counselor Job Description) When not assigned a cabin, go with a cabin during daily activities as assigned by the Head Counselor.
7. Keep personal living quarters neat, clean and ready for inspection.
8. Be available to participate and assist with camp programs and activities as directed by your immediate supervisor and the Camp Director.

