

Job Descriptions

HEAD COUNSELOR - MALE/FEMALE

Immediate Supervisor: Camp Director /Assistant Director



1. Supervise all counselors.
2. Ensure that the safety of all campers is being maintained.
3. Nightly check all cabins to be sure all campers are in and ready for bed.
4. Assist with Asecurity check@ as assigned.
5. Report any problems to supervisor. Maintain a detailed record of discipline problems and actions taken for campers. Turn into Camp Director at the end of each camping session.
6. Collect and read all incident report books from all counselors at the end of each camping session. Report to camp director problems and incidents that need to be brought to his attention and then sign off on all books that you have processed.
7. Assist counselors with handling campers that need special attention.
8. Be prepared to take over for the counselor in the event of an emergency.
9. Assist as needed with getting campers to and from infirmary. If a child has had to stay make arrangements for clothing and needed items to be brought to infirmary. Assist with returning camper to cabin when released.
10. Assist with and assign counselors to assist with camp programs, activities, etc., as directed by the Program Director.
11. Be a spiritual advisor to the counselor. Offer encouragement and guidance. Be available at all times to the counselor.
12. Assist with registration for each camp.
13. Prepare and assign daily cabin work projects.
14. Conduct cabin inspection and give report on cabin inspection to counselors and campers.
15. During cabin inspection look at each counselor's incident report book to ensure proper and timely record keeping is Being maintained. Look for any unusual incidents that may need your attention or the Camp Directors.
16. Prepare and assign daily cabin work projects, conduct cabin inspection and give report.
17. Assign table counselors, rotating time off as possible.
18. Assist with camper line-up and dismissal to meals.
19. Keep personal living quarters neat, clean and ready for inspection.
20. Be available to assist in any way needed as directed by immediate supervisor or Camp Directors.

