

Responsible to: Division Unit Head

## **Division Head Counselor**

*Age Requirement:* Minimum of 20 years of age

*Education:* High School degree required. Progress towards Bachelor's or Associate's degree strongly preferred.

*Experience:* 3 years' camp or leadership experience

### General Responsibilities:

- Assist Division Unit Head in managing all camper and staff matters
- Observe the implementation of the camp program by Counselors
- Provide camper support and handle parent inquiries and concerns when requested to
- Assist in supervising the design and implementation of the Lower Camp homeroom program (if Lower Camp Head Counselor)
- Assist Division Unit Head in written mid-summer and end-of-summer evaluations of Counselors
- Step in with groups if necessary
- Coordinate the overall evaluation of the program by the Leadership Team
- Assist in assigning staff to weekly on and off campus overnights
- Enforce established safety regulations at activities
- Identify and manage environmental and other hazards related to camp
- Ensure Counselors are implementing rainy day plans when necessary
- Assist in the set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of Counselors
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Supervise and mentor Counselors
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related when necessary
- Turn in inventory and store camp equipment at end of season if necessary
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Assist with camper arrival and dismissal procedures
- Participation in pre-camp Fairs and Open Houses
- Participation in staff training sessions and staff meetings
- Observation and Appraisal of Counselor and Specialist staff
- Other duties assigned as needed

Please print your name, sign and date below.

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Print Name

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Signature

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Date