



# GENERAL COUNSELOR

## Job Description



Of the three basic types of counseling staff at Hawkeye the General Counselor is the one with the widest range of responsibilities and the one who gets the widest range of experience. These individuals split their time between a Cabin Group, with which they may live, and one or two Program Areas. Neither area of responsibility for General Counselors can be classified as primary or secondary.

Each Cabin Group has a staff member who is primarily responsible for its oversight and a staff member who assists them; these are the Cabin Counselor and General Counselor respectively. The Cabin Counselor is the individual who meets with the Cabin Group supervisor each week and evaluates and reports on the progress and development of the group. Each Program Area has a staff member who is primarily responsible for its oversight and a number of other staff members who assist them; these are the Program Area Counselor and General Counselors respectively. The Program Area Counselor is the individual who meets with the Program Director or Assistant Program Director each week and evaluates and reports on the workings of the Program area. This individual is also responsible for the planning, organizing and leading individual daily and session long activities for the Area. One benefit that General Counselors experience is a lack of paperwork responsibilities. Both of the other types of counselors have weekly paperwork expectations that include Activity Sheets, Self and Area Evaluations, and Cabin Evaluations respectively.

General Counselors are all assigned a cabin group with which they live. In some cases, because of living space requirements some General Counselors may not live in the same cabin to which they have been assigned. This individual may live in an adjacent cabin or in a staff housing area such as Underhill Cabin.

On average half of each day will be spent with the cabin group. This may mean accompanying them to activities, organizing them for a special activity, or co-leading an out-of-camp wilderness trip. The other half of each day will be spent in one of the Program Areas to which the counselor has been assigned. The way each day is structured may mean that the time spent in each place may not be in half day blocks such as the morning in one place and the afternoon in another. In some cases a General Counselor may be with the group during Group Activity periods, at a specific Program Area during Camper Choice periods and then helping to organize the evening Community Activity during Free Swim and after dinner.

### Responsibilities

- Assist in the oversight, organization, problem-solving, & behavioral management of the cabin group.
- Develop appropriate leadership & mentoring bonds with cabin group campers.
- Contribute 2 new Activities to the Program Area Binder to which you are assigned.
- Assist in the planning, organizing and leading of daily Program Area activities.
- Assume responsibilities for Cabin Group or Program Area counselors during their time off.
- Be flexible: assist around camp in area of greatest need as outlined and directed by Administration.

### Required Certifications

- None

### Recommended Certifications

- CPR for the Professional Rescuer. (American Red Cross)
- First Aid Responding to Emergencies. (American Red Cross)