



Head Counselor



Job Description

Duration:	Seasonal Full-Time (Pre-Camp through Clean Up + 1 Day)
Compensation:	\$3,500.00-\$5,000.00. Includes lodging, food, & laundry.
Reports to:	Director
Quick Summary:	Leadership Team Member. <u>Ensures the happiness of campers</u> and smooth development & functioning of cabin groups. Is the go-to for all cabins needs Responsible for all aspects of Cabin Life. Oversees the supervision, professional development, and evaluation of the Cabin Staff. . Coordinates with other Leadership Team Members to monitor and facilitate day to day staff assignments across responsibilities of the staff team. To offer scheduled & emergency coverage on camp as needed. Other tasks as assigned by the Directors.

OVERVIEW:

This position is a key Leadership Team Member. The individual who fills this role is responsible to the Director and will work closely with them as well as other Leadership Team Members. S/he must be a confident and organized manager who is familiar & comfortable with the Hawkeye program. This position requires repeated and consistent teamwork and long hours. It demands a high level of organization & flexibility. The Head Counselor position is a seasonal full-time employee. Responsibilities demand a high level of energy and commitment to the Camp Hawkeye mission.

The Head Counselor is responsible for all aspects of Cabin Life. This includes two primary and overlapping sets of responsibilities. The first is to campers; ensuring the happiness of campers as well as the smooth development & functioning of cabin groups. The second is to the cabin staff; supervision, oversight of the professional development, and evaluation of the Cabin Staff.

As the go-to for all cabins needs the Head Counselor supports the creation and management of cabin schedules to make sure camper needs as well as those of the staff are met. Happiness, growth, and achievement are targets for all participants. This includes the creation and support of unforgettable positive experiences and relationship building. Primary responsibilities as well as staff needs, scheduling, training, and evaluation

The Head Counselor maintains a big picture view of the Hawkeye program while advocating for and managing a superior cabin and group experience for all participants. As a member of the Leadership Team any responsibility which is not explicitly delegated to any other staff member is the responsibility of the Head Counselor. Other responsibilities as assigned by the directors.

PRIMARY RESPONSIBILITIES:

The Head Counselor is responsible for all aspects of cabin life. In a nutshell this individual oversees and manages all camper and staff related needs (wellbeing), issues and relationships related to the cabin group. This includes, but may not be limited to, the following:

- Management and distribution of all camper & group specific information. Including behavioral plans, social needs, birthdays, allergies, and background to staff before and during each session.



- Ensure creation, offer support for, and an eye on management of all in-cabin schedules including, but not limited to, the following:
 - Job Charts/Wheels
 - Shower & other Self-Care items
 - Name Tags
- Ensuring that cabin staff have all necessary supplies that they will or may need:
 - Cleaning supplies
 - Beds, mattresses, lights, games
 - Extra linens
- Manage the scheduling and execution of Phone Calls for campers
- Manage the weekly Letters Home process & once per session Letters to Yourself process
- Facilitate and manage Bunk Day activities with Cabin Staff weekly
- Organize and manage Rainy Day activities collaboratively with Program Coordinator
- Liaise w/CiT Coordinator re Laundry Bags
- Open & honest communication with other Leadership Team members
- First point of contact for camper behavioral needs and group leadership/management
- Follow up with parents, in coordination with Asst Director, at the conclusion of each session
- Additional Responsibilities include:
 - Some Parent & Stakeholder Communication
 - Various Administrative Duties
- Supervision of staff in-attendance before Staff Orientation to help prepare and set up cabins
- Plan, organize, and lead some aspects of Staff Orientation Workshops (determined annually)
- Daily informal check-ins with each Cabin Counselor
- Weekly formal Kaizen Meetings with particular Cabin Counselors (determined annually)
- Daily presentation of cabin issues to Director & Leadership Team in nightly meetings
- Assist the Program Coordinator in planning, oversight, and delivery of certain activities:
 - Tribe Activities
 - Special Activities (w/AC)
 - Evening Activities

REQUIRED CERTIFICATIONS:

- None

REQUIRED SKILLS/ABILITIES:

- Love of working with kids
- Strong Organizational Skills *
- Desire to make a difference and a commitment to diversity
- Experience working with, or within, a diverse population, or community
- Strong written and verbal communication skills
- Willingness to Learn
- Positive thinker that can maintain that positive attitude throughout times of stress
- Flexibility and Adaptability *
- Familiarity with Technology
- Experience with and Around Children
- Ability to Juggle Multiple Tasks
- Easy Manner on the Phone
- Ability to Work Independently