



Cabin Counselor

Job Description



- Duration:** Seasonal (Orientation/Training through Clean-Up: See Staff Calendar for dates)
- Compensation:** \$1,500 - \$3,250 based on skills & experience. Includes room, board, & laundry.
- Reports to:** Assigned Leadership Team Member (Head Counselor or Program Coordinator).
- Quick Summary:** Primary responsibilities include the physical and emotional well-being of the campers in assigned cabin group. Work with two co-counselors on social and group development for assigned cabin group. Secondary responsibilities include planning, organization, & delivery of activities in assigned program areas, as well as, management of mixed age group on special activity days. Fulfill sub-schedule coverage on daily/weekly basis. Other tasks as assigned by the Directors.

OVERVIEW:

This position is the backbone of the staff group and delivers the primary elements of the Hawkeye program on a daily basis. The individual who fills this role is responsible to the Head Counselor/ Program Coordinator (as assigned) and will meet with them on a scheduled basis to track and manage personal and professional goals as well as cabin group development. Cabin counselors work hand in glove with their co-counselors on a constant basis to maintain the physical and emotional well-being of the campers in the assigned cabin group. S/he should be a happy and energetic individual who enjoys working with kids. This position requires repeated and consistent teamwork and long hours. It demands a high level of patience & flexibility. The Cabin Counselor position is a seasonal employee. Responsibilities demand a high level of energy and commitment to the Camp Hawkeye mission.

Each Cabin Counselor is assigned a Cabin Group with which they live. Their range of responsibilities most closely mirrors the daily schedule of the cabin group. The Cabin Counselor will spend a 2/3 of their time with their Cabin, 1/4 of their time managing a Program Area and the rest of their time with their Special Activity Group. As the Cabin Counselor lives with a particular bunk and co-counselor; this individual is expected to develop the most profound set of relationships with these campers.

As the go-to for all things related to campers in the cabin group the Cabin Counselor can be seen as the “Camp Director” of the bunk. The Cabin Counselor ensures that campers’ needs are met. Happiness, growth, and achievement are targets for all participants. This includes the creation and support of unforgettable positive experiences and relationship building. This also includes more basic needs such as cabin cleanliness, behavior management, individual hygiene, food, and making friends to name a few.

Each day the Cabin Counselor accompanies their group to, and participates in, the activities to which the group is assigned during Group Activity periods. It is incumbent on the Cabin Counselor to be “present” and engaged. During Camper Choice periods the Cabin Counselor will have one period of time off in addition to one period of planning & paperwork time. Oversight is expected at all other times during the day until “lights out” at 9:30pm. This includes Free Swim, Community Activities, Special Activities and on out-of-camp trips. Expect to participate in up to five trips during the summer.

Cabin Counselor’s will either assist or lead in a program area. This individual must be punctual and organized in their assigned program area. If they are leading an area, they will have daily check-ins with the program counselor. Activities in these areas must be well-thought out, appropriate to the target audience and be stimulating to develop individual’s skillset.



The lead in each area is responsible for the development of the group and for the individual; progress must be shown over the course of each individual's stay.

RESPONSIBILITIES:

The Cabin Counselor is responsible for all aspects of their assigned cabin's life. This individual oversees and manages all camper and staff related needs (wellbeing), issues and relationships related to the cabin group. The Cabin Counselor is also responsible for leading and assisting in program areas to deliver activities across cabins. The Cabin Counselor manages the Special Activity Group (mixed age and inter-gender group) on special activity days. This includes, but may not be limited to, the following:

- Recognize and meet Cabin Group developmental needs
- Daily informal check-ins with each camper in the cabin
- Manage the behavioral needs of individual campers and the group as a whole
- Organize & plan activities for Bunk Days & Nights, and any un-programmed down times
- Create and manage in-cabin schedules and camper data:
 - Job Chart/Wheel
 - Shower & other Self-Care Schedules
 - Name Tags
 - Birthdays
 - Meds & Allergies
 - Phone Calls
- Ensure cleanliness and good repair of the physical cabin space:
 - Supplies
 - Report repair needs & follow up
 - Beds, mattresses, lights, games, extra linens
- Improve and build camper's understanding to Camp's mission
- Program Area - Plan, organize and lead between 2 and 12 hours of Program Activities each week
- Design progressive, stimulating activities relevant to specific age groups
- Account and take responsibility for individual needs in any assigned group you are given
- Regularly check and repair equipment. Maintain up to date & accurate inventory lists
- Enforce Health and Safety regulations in Program Area
- Special Activity Group – act as the “cabin” counselor for the group managing program, group and individual needs

REQUIRED CERTIFICATIONS:

- None

RECOMMENDED SKILLS/ABILITIES:

- Creativity and being innovative
- Commitment to the Hawkeye mission
- Strong verbal communication skills
- Willingness to Learn
- Positive thinker that can maintain that positive attitude throughout times of stress
- Flexibility and Adaptability *
- Ability to Juggle Multiple Tasks
- Love of working with kids
- Desire to make a difference and a commitment to diversity