



**“That I may know Christ.” (Phil. 3:10)**

## **Head Counselor Job Description**

**Reports to:** Director of Summer Programs

### **Qualifications:**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates good Christian leadership and responsibility.
3. Must be at least 21 years old (preferably perusing or in possession of a degree in the youth ministry field or education).
4. Has a minimum of 2-3 years' experience working in a summer camp setting (or equivalent experience elsewhere).

### **All Camp Staff are responsible for:**

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manor.
3. Striving to maintain unity in Christ with all staff members.

### **Pre-Camp:**

1. Attend all assigned orientations meetings and activities.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
4. Prepare a pre-camp session outlining your role and how it will impact staff members and campers.
5. Plan an all staff pre-camp outing designed to bring staff together as a family.
6. Meet with the Director of Summer Programs for a pre-camp check in.

### **In-Camp:**

1. Arrive at camp no later than 8:00am and leave no earlier than 4:15pm.
2. Attend and contributing to weekly leadership meetings.
3. Prepare all camp duty schedules on a weekly basis.
4. Thoughtfully preparing camper groups and counselor assignments for all camp field trips.
5. Providing superior supervision of all activity transitions throughout that day ensuring the smooth operation of the camp program.
6. Preparing and implementing a counselor meeting at the beginning and end of each day.
7. Communicating the daily schedule and ensuring the smooth transitions of camper groups to and from activities.
8. Developing relationships with each camper, family and staff member with the purpose of creating a vibrant and exciting camp community.
9. Handling camper discipline issues in accordance with the chain of command.
10. Assisting the Program Director with camp activities as needed
11. Working with the Director of Summer Programs to ensure adequate parental communication is being maintained.

12. Being a consistent and available mentoring presence for all camp counselors.
13. Meeting with the Director of Summer Programs for a mid-summer evaluation.

**Post-camp:**

1. Compiling a report of all staff summer evaluation forms and highlighting areas in which we excelled and areas where improvement is needed.
2. Meeting with the Director of Summer Programs for end of summer evaluation.