



“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 pursuing 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 manner.
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. 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 4:30pm.
2. Attend and contribute to weekly leadership meetings.
3. Prepare all camp duty schedules on a weekly basis.
4. Thoughtfully preparing camper groups and counselor assignments for each week.
5. Provide superior supervision of activity transitions throughout that day ensuring the smooth operation of the camp program.
6. Prepare and implement a counselor meeting at the beginning and end of each day.
8. Develop relationships with campers, family members and staff members with the purpose of creating a vibrant and exciting camp community.
9. Handle camper discipline issues in accordance with the chain of command.
10. Assist the Program Coordinator with camp activities as needed.
11. Work with the Director of Summer Programs to ensure adequate parental communication is being maintained.
12. Schedule at least 2 one on one meetings with each counselor at some point during the summer for the

- purpose of relationship building and the giving and receiving of feedback.
13. Being a consistent and available mentoring presence for all camp counselors.
 14. 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 an end of summer evaluation.