

Strong Rock Camp and Retreat Job Description – Head Counselor

Desired Qualifications:

- Previous camp staff experience
- Desire and ability to work with children in a camp setting
- Strong Christian role model
- Ability to relate to one's peer group
- Ability to provide supervision and guidance to counselors
- Good time management skills and strong work ethic
- Enthusiasm, sense of humor, patience, self-control
- FLEXIBILITY

Responsible to:

- Camp Directors

General Responsibility

To assist directors in training staff in their responsibilities.

Specific Duties / Responsibilities:

- Prior to camp contact staff who will be assigned under your authority
- During staff training, teach portions of the training content as determined by the directors
- Prepare in advance the content pertinent to the subjects you will be training
- Conduct a post first week evaluation time, getting feed back from the counselors on session content as well as the quality and pertinence of staff week training

General Responsibility

- To provide supervisory assistance to counselors in their daily duties, managing the staff and the provisions required for the appropriate camper experience.

Specific Duties / Responsibilities:

- Manage cabin life by visiting with counselors and campers daily, staying in touch with current issues or problems, as well as developing trust and encouragement through relationships
- Manage the quality of the counseling by assisting with timely resolution of issues that develop with counselors and/ or campers. You are the first level of contact for such problems and responsible for correcting or reprimanding
- Keep directors informed of such situations and actions taken
- Assist in making the camp atmosphere comfortable for both campers and staff
- Nightly visits with campers and staff in their cabins before lights out
- Be concerned and attentive to the health, safety and general welfare of the campers and counselors
- Recognize and respond to teachable moments
- Encourage and model respect for others, and for personal property, camp equipment and facilities
- Assist in teaching various skill areas as assigned
- To promote healthy relationships among campers and counselors and ensure that no child is being left out
- Conduct regular counselor encouragement activities or acts
- Helping create the spiritual atmosphere appropriate for camp and implementing its elements (i.e. church on Sundays, evening worship sets, devotion content, etc)
- To supervise the preparation of and assist in leading morning Lifelines
- Facilitate periodic staff meetings perhaps in cabin areas during rest hour for short pep talks, or schedule issues/changes

- Collect and proofread parent letters
- Evaluation of counseling duties, conducting a formal evaluation halfway through the summer
- Help ensure morale of staff by monitoring that staff get enough rest, time off, and personal time

General Responsibility

- To provide assistance to the directors in creating, planning, and implementing the content of the program.

Specific Duties / Responsibilities:

- Ensure campers and staff are awake on time
- Supervise the content of meal time assemblies and dining hall preparations
- Supervise daily clean up of cabin
- Conduct daily cabin clean up inspection
- Help facilitate evening activities and their content
- Assist with the Outpost were necessary
- Line up the campers to help each day with the Outpost
- Facilitate the collection of birthday cards from counselors to campers who have birthdays during the year
- Assist in counselors evaluating the program content and the quality of their activities
- To assist in camp-wide activities as needed

Essential Functions:

- Ability to communicate and work with groups and provide necessary instruction to campers and staff
- Ability to enforce appropriate safety regulations and carry out emergency procedures
- Ability to visually and audibly identify and respond to any environmental hazards
- Ability to visually and audibly identify and respond to potentially emotional hazards for campers and staff
- Ability to observe camper and counselor behavior, assess it appropriateness, ensure corrections are made, and provide appropriate behavior management techniques.
- Possess strength and energy to maintain constant supervision over camper and counselor groups
- Ability to encourage and motivate others to perform at their best