

Head Counselor Job Description

Job: Head Counselor positions are a seasonal summer only position. Head Counselors are responsible for overseeing all counselors, groups and children and assisting the Program Manager as needed. Must have good communication skills between all staff, campers, leadership/admin, be able to help mitigate and solve needed issues with any campers or staff as needed with the help of the Admin Team and the Assistant Director. There are two Head Counselors, one for Worcester Side and one for Hampshire Side so must be able to work together and have exceptional communication skills with one another and work as a team at all times.

Job Responsibilities:

- Good communication between Admin/Leadership/Co-workers as needed
- Apply disciplinary policies to handle all behavioral issues for all Marshall campers and communicate directly to the Admin Team.
- Touch base periodically throughout the day with Admin as available, maintaining a minimum of a weekly meeting regarding each session with all of Leadership
- Help provide a fun and safe environment for all campers
- Participate in all activities as needed. (Songs, daily/evening activities etc.)
- Planning and teaching needed programs/classes for campers as needed
- Assist counselors with their programs/classes as needed
- Join groups as needed to cover counselors off periods and breaks etc.
- Must be on time to all scheduled activities/meetings and meal times
- Assist Program Manager with scheduling and activities as needed
- Meet with Program Manager a minimum of once a week
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Rotate into groups to assist with break times and facilitate observation
- Model all skills as required of staff for which this position supervises
- Take responsibility of a leadership role during all potential emergency situations, drills or actual
- Other duties as needed as assigned from Admin/Leadership Team

Job Requirements:

- Must be 18 years of age or older
- Must be CPR/First Aid certified (Camp can provide training if not currently certified)
- Must pass a CORI/SORI/NSOR, provided by Camp
- Previous work with children ranging from ages from 7-16
- Previous leadership experience of at least 1 year
- Follow and enforce all Camp Marshall policies and procedures
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs.