

TITLE: HEAD COUNSELOR

REPORTS TO: CAMP DIRECTOR/ASSISTANT CAMP DIRECTOR

GENERAL DUTIES: The Head Counselor helps to plan and carry out the daily activities for their assigned grade. Head Counselors are responsible for coordinating specific activities for the camp while helping the Assistant and Camp Director in all facets of the day.

SPECIFIC DUTIES: In addition to carrying out the duties outlined in the Summer Counselor Job Description the Head Counselors will be required to:

1. Supervise the S.A.C. counselors and Counselors in Training.
2. Be able and willing to perform all of the duties of the S.A.C. Staff for each age group. Perform other duties as requested.
3. Motivate, anticipate, communicate and demonstrate. Be a participant when necessary.
4. Be well prepared.
5. Always inform the Assistant and Camp Director of problems as they arise.
6. Maintain confidentiality.
7. Follow and enforce S.A.C. policies and procedures.
8. Inform Supervisors when special supplies are needed in advance.
9. Be responsible for checking with other counselors throughout the day to make sure they have everything they need, handle camper behavior issues, and communicate plans/updates.
10. Must be CPR/First Aid certified.
11. Required to wear a uniform.