

Position: Head Counselor

Job Description 2021

Classifications: Seasonal Staff



Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

Qualifications:

- At least 21 yrs of age
- Actively practices Christian Science
- Minimum of three years camping staff experience with at least one year as a counselor or equivalent
- Minimum of two out-of-camp leadership positions/experience
- Emotional maturity and stability; good moral character and integrity
- A love for Christian Science and a desire to see it loved by the children and staff and put into practice in every aspect of camp life
- Enjoyment of outdoor living
- Love for children
- Member of The Mother Church
- Current Red Cross (or equivalent) CPR and First Aid certifications

Knowledge:

- Conflict resolution
- Peer Leadership
- Childcare
- ACA and camp standards and procedures (provided in staff manual)
- Cabin counselor “best practices”
- How to work with others from a variety of backgrounds
- Providing effective feedback
- Supervision
- How to empower young adults
- How to facilitate discussions and conversations

Elemental Skills:

- Leadership

- Childlikeness
- Responsible decision-making
- Time management
- Public speaking
- Creative problem-solving
- Collaboration
- Clear communication
- Inclusivity
- Punctuality
- Zest
- Engagement
- Supportive
- Evaluate and help maintain high standards of cabin cleanliness
- Foster cabin and camp unity

Abilities:

- Can lead others by example
- Can work with others and help others work together
- Enforce rules and standards joyfully
- Evaluate cabin cleanliness
- Evaluate ability of counselors
- Manage others
- Foster individual and collective growth in Christian Science
- Prayerfully support a large group each day
- Ability to set a high standard for cabin staff
- Can handle discipline situations effectively and smoothly

Qualities:

- Energetic
- Coordinated
- Organized
- Fair
- Perceptive
- Approachable
- Inclusive
- Joyful
- Poised
- Diligent
- Loving
- Patient
- Responsible

- Humble

Responsibilities:

- Spend time during staff week ensuring that staff are well bonded to each other and understand their roles as counselors
- Work with Camp Director to make cabin assignments for cabin staff.
- Work with Camp Director to make cabin assignments for campers.
- Help ensure that all campers are accounted for at all times.
- Meet regularly with all staff to ensure that cabin activities are running smoothly.
- Meet regularly with staff in respective camp to check in on Opportunity Targets and Metaphysical Goal.
- Make sure that cabins are in inspection order at all times and implement a system for daily inspection, including staff quarters.
- Take charge of staff meetings when affecting their own camp exclusively.
- Prepare written evaluation reports for all cabin counselors in their respective camps twice during the summer (after 1st and 3rd sessions) and meet with counselors to review the evaluations.
- Conduct informal one-on-one meetings with counselors as needed, to help them with any issues that come up in their cabins.
- Ensure that campers and staff are making new friends and actively interacting with different people daily
- Participate in all activities in your respective camp, and as many all-camp activities as possible, including morning Quiet Hours with cabins regularly.
- See that the necessary bells are rung in your respective camp.
- Ensure that counselors are following proper times for wake up and lights out.
- Conduct dynamic flag raising ceremonies in your camp.
- See that Quiet Hour and Rest Hour expectations are being upheld.
- Take part in activity instruction or overnights if needed and when time permits.
- Work with the Program Director to ensure that each counselor has 2 hours off a day and 1 day off a week, while maintaining cabin coverage.
- Work with other members of the Head Staff to train the staff during Staff Training.
- Encourage an understanding and appreciation of the uniqueness of each individual among the campers and staff.
- Make sure all staff members in their respective camps have practiced emergency procedures and are prepared to carry them out if necessary.
- Assure that the following ratios of counselors to campers according to the age groups served are maintained: (age 6: 1:5; age 7-8: 1:6, age 9-14: 1:8, age 15-17: 1:10)
- Give love and care to all campers at all times
- Do your best
- Do metaphysical work for self and camp each day.
- Instruct in-camp activities in accordance with camper's abilities.
- Create and present cabin awards.
- Teach a Sunday School class

- Help campers to develop an understanding of and appreciation for the natural environment.
- Make sure that counselors have their camper cards **COMPLETED** by the end of the session they're assigned.
- All other duties as assigned