

Position: Head Counselor

Job Description



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 year as a cabin counselor
- 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

- Engagement
- Supportive
- Adaptability
- Reliability
- Responsibility
- Coaching

Abilities:

- Leading others by example
- Working with others and help others work together
- Enforcing rules and standards joyfully
- Evaluating cabin cleanliness
- Evaluating ability of counselors
- Managing others
- Fostering individual and collective growth in Christian Science
- Prayerfully support a large group each day
- Ability to set a high standard for cabin staff
- Handling discipline situations effectively and smoothly

Responsibilities:

- Ensure 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 and campers
- Help ensure that all campers are always accounted for.
- 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
- Make sure that cabins are always in inspection order 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 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
- Work with the Program Manager to ensure that each counselor has 2 hours off a day and 1 day off a week, while maintaining cabin coverage.
- Assure that the following ratios of counselors to campers according 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
- Create and present cabin awards
- Lead MAPs
- 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