



## Cabin Counselor Job Description

### Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to camp volunteers.
- Commit to fostering a community that celebrates our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by camp leadership.
- Comply with and remain flexible with COVID-19 specific precautions and requirements throughout the program, as outlined/advised by the CDC and the Hole in the Wall Medical Team.
- All positions are residential and hired for the duration of our summer program. The time commitment is mid-June to mid-August.

### Job Summary

The Cabin Counselor position requires around-the-clock commitment to the campers and their well-being. Cabin Counselors are responsible for the daily care and safety of a group of 7-9 campers each session. Cabin Counselors live and work in a shared cabin alongside other staff and volunteers to facilitate daily camp activities and support camper needs while modeling positive and safe behavior that creates a memorable experience for all.

### Job Responsibilities

- Live in the cabin and work as a team with a group of staff and volunteers around-the-clock to supervise and facilitate a fun, positive and safe experience for all campers each week.
- Communicate often with Unit Leader/Lead Counselor, Unit Nurse, and Leadership Team on how to best support each camper's social, emotional and medical needs.
- Appropriately integrate staff and volunteers into your cabin's daily and weekly responsibilities by delegating tasks which include but are not limited to:
  - Following camp's daily schedule and keeping your cabin on-time to each activity

- Facilitating 1:1 camper games/activities, including small and large group activities during unstructured times
- Following campers' individual medication and/or dietary plans
- Multiple counselors sleeping in the camper room nightly to be available for camper overnight needs
- Signing up campers for afternoon activities and providing coverage for them
- Creating and presenting end-of-session personalized awards
- Returning parent phone calls
- Planning and implementing creative unit events that involve all campers and meet various developmental and medical needs
- Submitting all camper materials/paperwork on time (camper reports, postcards, time off sheets, etc)
- Be flexible as a leader and use problem solving skills to adjust and adapt in an ever-changing environment.
- Set a good example of how to treat yourself and others while at Camp. Be a role model for sharing the space with campers, colleagues and parents/caregivers.
- Maintain a clean and safe environment, including being respectful of all Camp equipment and facilities, and a thorough clean-up of your cabin after each session.
- Help teach and support junior staff, particularly those assigned to your cabin or unit.
- Attend and fully participate in all staff trainings and meetings.
- Write and review personal goals, objectives and progress throughout the summer with your Unit Leader/Lead Counselor and leadership team.
- Be willing to request help, advice and feedback from peers or leadership team members. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Attend all staff meetings and perform any other duties deemed necessary by the Camp Director and Assistant Camp Director.

### **Reports to**

The Cabin Counselor is directly responsible to the Residential Life Coordinator.

### **Our Commitment to Diversity**

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.