



a seriousfun camp

## THE HOLE IN THE WALL GANG CAMP

### Lead Counselor Job Description

#### **Job Requirements**

- 18 years of age.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are **required have the primary series AND one booster dose (bivalent) received after September 1, 2022\***, to prevent against COVID-19. \*The booster dose must be administered two weeks PRIOR to your participation in Camp programming.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program.
- 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 through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

#### **Job Summary**

The Lead Counselor position requires around-the-clock commitment to the campers and their well-being. The Lead Counselor is responsible for all roles and responsibilities of a cabin counselor, including the daily supervision and safety of 8-9 campers and for facilitating positive social interactions and downtime activities. Lead Counselors will be living and working in a cabin alongside three other counselors. In addition, this position works closely with a Unit Leader to support staff and manage operations of the unit as a whole.

#### **Job Responsibilities**

The lead counselor is responsible for all roles and responsibilities outlined in the ***Cabin Counselor Job Description***. The lead counselor role is a point-person for other cabin counselors and should be prepared to help support and teach other staff about how to best handle these responsibilities.

In addition to the responsibilities of a cabin counselor, the lead counselor will also support the unit operations as such:

- Each lead counselor will be paired with a unit leader and assigned to a specific unit that they will oversee together for the entire summer.
- Throughout the summer, work closely and communicate constantly with the unit leader about division of responsibilities and to ensure that all tasks are completed as needed.
- Be involved and assist the unit leader with logistics and creativity. This may include planning/facilitating unit-specific staff activities (ex: unit retreats and closings), making sure all paperwork deadlines are being met, and communicating with the leadership team about unit needs.
- Provide support to the staff in your unit. This may include (but is not limited to) planning/facilitating unit activities, providing behavioral support for campers, giving feedback to staff and volunteers, etc.
- Attend weekly meetings with the residential life team to review specific camper needs in the unit and how to best support them.
- Fully participate in behavior support training, cabin counselor orientation, all-staff meetings, and any additional required meetings.
- The lead counselor is another resource for staff and will be required to step in and be the point person for the unit when the unit leader is absent.
- Be willing to request help, advice and feedback from peers or leadership team members. It truly takes a village!
- Be flexible in terms of adapting to the changing needs of the unit and camp.
- Perform any additional duties deemed necessary by the camp director or assistant camp director to assure the smooth running of the camp.

**Reports to:**

The lead 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.