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.