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.
- All positions are residential and hired for the duration of our summer program. The time commitment is early-June to late-August.

Job Summary

The Cabin Counselor position is responsible for leading and facilitating the camp experience for a group of 7-9 campers each session, ranging weekly in age groups from 7-15. The role requires around-the-clock commitment to the campers' well-being and safety during each week at Camp. Cabin Counselors live and work in a shared cabin alongside other program staff and volunteers. Cabin Counselors can expect to facilitate daily small group activities, support various camper needs and to lead their group in following Camp values to create 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 to support camper overnight needs. This includes staying in the infirmary with campers that need overnight care from our medical team. Staff rotate overnight responsibilities nightly, but all should expect to cover 3 nights a week, on average.
    - 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.
- Accompany campers during trips to the hospital if needed
- Help teach and support junior staff, particularly those assigned to your cabin or unit. Cabin counselors can be chosen as mentors for junior staff throughout the summer.
- 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.