Lead 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 late-May to late-August.

Job Summary

The Lead Counselor position requires around-the-clock commitment to the campers and their well-being. Lead Counselors are responsible for all roles and responsibilities of a Cabin Counselor, including the responsibility for the daily care and safety of 7-9 campers, while living and working in a shared cabin alongside other staff and volunteers.

In addition, Lead Counselors are expected to assist other staff in their unit with efficiently communicating logistics, problem-solving daily challenges, and planning and facilitating large group events for staff and participants. The Lead Counselor role will work together closely with their Unit Leader and Residential Life Team to support unit staff, campers and the 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 including:

- 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 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 assigned 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 a resource for staff and volunteers 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.