Program Counselor Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable to handle 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 are hired for the duration of our summer program. The time commitment is early June to late August.

Job Summary

Program Counselors are responsible for planning, implementing and facilitating outcome-based activities for their respective program areas. In addition to working alongside seasonal staff and volunteers in the cabins, Program Counselors will collaborate with full-time and seasonal staff to ensure engaging and impactful programming for Campers.

Job Responsibilities

- Participate in required on-site orientation and individual program training before the start of the summer program.
- Plan, implement and facilitate intentional, adaptable and outcome-based programming for children of all abilities, ages 7-15. Activities should be inclusive to all participants and incorporate the weekly Camp themes.
- Organize and facilitate Camp-wide activities alongside the rest of the Program Team.
- Help create and foster an environment that promotes inclusivity, safety and participation.
- Work effectively both individually and as part of a team.
- Ensure the cleanliness and organization of assigned program areas.
- Prepare program areas at least 30 minutes before scheduled activity times.
- Prompt attendance at all scheduled activities.
- Assist in opening and closing day procedures.

- Collaborate with the Program Coordinator, Program Team Associate and Program Specialist to maintain program area inventory and order program supplies.
- Communicate with the Program Coordinator, Program Team Associate and Program Specialist about program needs, program development and weather plans.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each season.
- Communicate relevant observations of participant experiences to the Program Coordinator or Program Team Associate.
- Prepare to lead and organize various creative games and activities for rainy days and downtime.

Reports to

The Program Counselor reports directly to the Program 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.