

# Head Counselor Job Description

## Statement of Purpose:

Head Counselors are mentors, leaders, and provide supervision for Counselors during training week and all weeks of Youth and Children's Camp. They are crucial for the smooth running of camp program and day-to-day, minute-to-minute operations of the life of camp. Head Counselors provide moral and prayerful support to Counselors and assist in connecting them with the resources they need. Head Counselors are also Program Directors'/Camp Managers'/Program Assistants' eyes and ears around camp and work closely with these parties to ensure camp's success.

## Key Responsibilities:

- Participate in daily Counselor Meetings as directed
- Meet daily with Chaplains and Program Director to debrief on any critical incidents or pastoral needs
- During training week, take time with each counselor to get to know them as well as their prayer requests
- Organize campers' choice activities and have supplies ready for each campers' choice time
  - Work with Program Assistant/Camp Manager to schedule counselors for campers' choice
- Approve content for Serenades and Mock Rock; approve activities and coordinate locations for Night Missions
- Establish prayer partners among Counselors—pair up older with younger, and experienced at Chapel Rock with inexperienced
- Write counselor letter (you will receive examples from past years to assist you)
  - Arrival instructions
  - What to bring
  - What they need to know prior to coming to camp
  - Welcoming them
  - Praying for them as they make the journey and this commitment
- Counselor gestures:
  - Small treats
  - Encouraging notes
  - Prayer requests
  - Sit in on cabin times if needed to help with situations
- Check in with counselors
  - How are cabin times going
  - How is their emotional state
  - Make referrals to Chaplains as necessary
- Get to know other Head Counselor—strengths and weaknesses, how best to work together
- Night-time sweeps of cabins to make sure Counselors are good and Campers are there and safe—these can be quick drop-ins or you can float during cabin times to make yourself present and available, but every cabin needs to be checked every night
- Set up supplies/snacks for Counselor Meetings
- Nighttime snacks
  - Order, purchase, and distribute food for youth program at night

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- Arrange with dining hall to set out snacks, pick up and distribute to children's program on designated nights
- Arrange with dining hall to set up s'mores on campfire night, bring supplies to fire pit and ensure safety
- Establish Campers schedules each week
- Assist Camp Manager/Program Director with cabin assignments leading up to each new week as needed
- Support property staff on turnover day each week
  - Do cabin checks to make sure counselors have sufficiently tidied cabins before leaving for time off
  - Monitor Code of Conduct on "day off," including strict curfew
  - Ensure necessary buildings are locked and report any strange occurrences immediately to property staff
- Attend Chapel Rock Staff meetings to keep property staff informed regarding camp needs and progress
- Assist with the set up and tear down of any activities
- Help manage check-in and checkout days as needed
  - Direct Counselors to different tasks
  - Help parents find Counselors/cabins
  - Assist with photo identification station
  - Help manage checkout day chaos
- Be able to help with ropes course (learn to belay or unzip)
- Prior to camp help prepare program as needed
  - Get to know fellow Camp Staff (Program Directors, Camp Managers, program team, musicians, speakers, Chaplains, property staff)
  - Help establish training week schedule, including sessions you will lead
  - Familiarize yourself with Youth schedule and Children's schedule
  - Promote camp to prospective congregations and students

Reports To: Program Director

Qualifications: High energy, prayerful, works well with a wide variety of personalities, enjoys kids of all ages, service-oriented, flexible, good sense of humor, good organizational skills

Length of Appointment:

Attends pre-training week at Chapel Rock in May, if possible, to orient fully to role. Reports to camp by Saturday, May 25, 2019, and stays through Saturday afternoon, June 29, 2019.

Dress Code: Dress is casual, comfortable, appropriate for moderate physical activity, and modest.