

**BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION**

TITLE: Head Counselor

RESPONSIBLE TO: Program Director, Director

RESPONSIBLE FOR: Camp Counselors and Junior Staff, not assigned to Day Camp

PURPOSE: To provide training, support, supervision, and evaluation to counseling staff. To assist counselors in managing camper behavior, discipline, and other issues.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Experience in camp leadership, small group camping, and outdoor living skills.
5. Experience in supervision.
6. Ability to model servant leadership.
7. Skills in group dynamics.
8. Knowledge of age characteristics for specific groups.
9. Attendance at one or more pre-camp training events.
10. Acceptance of Head Counselor's responsibilities.

RESPONSIBILITIES:

1. Provide support and encouragement to each staff member.
2. Assist in staff training by leading sessions and planning special experiences.
3. Assist in counseling staff supervision and evaluation.
4. Assist in staff meetings. Direct daily counselor meetings.
5. Assign responsibilities including meal set-up/grace/clean-up, vesper campfires, cleaning, etc.
6. Assist in assigning campers to groups.
7. Make note of any staff or camper birthdays during the week, inform the kitchen staff, and help celebrate.
8. Assist with weekly camper registration.
9. Work with Leadership Team to direct camper orientation and emergency assembly drills.
10. Manage incoming and outgoing staff and camper mail.
11. Assist counselors in managing camper behavior, discipline, and other issues.
12. Serve as a resource person to groups as asked and time allows.
13. Prepare end of session paperwork including photos, address lists, and evaluations.
14. Fulfill the role of a Counselor when assigned to a small group.
15. Participate in a weekly evaluation with the Program Director and/or Director.
16. Know the contents of the Staff Manual and abide by all camp policies and procedures.
17. Enforce camp policies, procedures, and health and safety regulations.
18. Assist in other areas of camp operation as needed.