A Montessori Summer

Title: Head Counselor

Supervisor: Division Leader

General Responsibilities: The Head Counselor is responsible for the daily supervision and safety of a group of campers. Supervise the Lead Counselor, Counselors, and CITs that are assigned to the group.

Specific Duties:
The Head Counselor will...

- Plan and supervise the daily activities of the group
- Take daily attendance of the group and report absences to the Division Leader
- Bring camper attendance sheet to After Camp at the end of the day
- Report any illness or injury to the Division Leader and/or Health Director
- Escort the group to and from all activity areas and trips
- Lead groups to the Pool and swim as necessary
- Keep camp rooms clean, orderly, organized, and stocked
- Attend all camp meetings and Division meetings to address schedule/issues
- Lead Teach classes as necessary
- Read Camper Info Forms and debrief with counselors and Division Leader about camper issues
- Complete a staff evaluation
- Arrive at camp on-time and depart at the scheduled time
- Meet with parents when necessary

Qualifications:
A Head Counselor must hold a minimum of an Associate’s Degree. At least 2 years of camp experience or related experience is necessary.

The hours are 8am-3:30pm Monday through Friday with some exceptions such as all camp meetings.