

OWjL Head Counselor Job Description

The Head Counselor facilitates the daily management of the campers and counselors and shall be responsible for creating and implementing high quality, camper-focused activities during down time and transition times during camp, in collaboration with the Executive and Assistant Directors. The Head Counselor works directly with the Camp Directors to help perform all duties relative to the coordination and management of all campers, camp staff, and special events related to OWjL Camp.

Job Responsibilities:

1. Planning for camper recreation time, assigning family groups and roommates, organizing evening activities, as well as any other necessary activities
2. Assisting in orientation for counselors (the week prior to week 1) Monday morning (9am) through Friday afternoon (12pm), to include planning and leading as needed
3. Organizing and overseeing dorm set-up, tear-down, and clean-up. Assisting with Sunday registration, making counselor duty assignments, assisting both counselors and campers as needed
4. Meet daily with the Executive Director during camp to plan daily counselor meetings
5. Teaches the support staff how to become leaders—fosters a healthy relationship with their peers and communicates directly with them when necessary
6. Is seen as a role model to both campers and staff alike
7. Organizes dorm and camp supplies after camp and creates an inventory of items-on-hand and items needed
8. Records and maintains appropriate records for injuries/incidents in conjunction with the camp nurse, social worker, and camp directors
9. Maintains positive relationships with fellow staff members that support the philosophy of OWjL Camp and safety of all campers
10. Ensures OWjL's camp safety standards are met
11. Maintains required certifications. They include but are not limited to CPR/AED/First Aid through the American Red Cross
12. Offers a high-quality support system for campers and fellow staff that promote youth development, social engagement, and learning
13. Provides a positive environment for all campers and actively encourages participation to ensure growth and development

Job Qualifications:

- Applicants will preferably have 2 years' experience working directly with campers
- Excellent public relations skills, leadership ability, communication skills and problem-solving abilities
- Maintains skills and certifications necessary to meet the job requirements
- Ability to respond to safety and emergency situations
- Availability to work with the directors before and after camp
- Be present during all weeks of camp

Compensation:

Head counselors have a salary of \$3,000 (payable in three payments).

To apply:

Please email a cover letter and resume to owjl@owu.edu to express your interest by **November 10, 2023**.