

Position Title: Lead Camp Counselor

Position Summary

A Lead Counselor supports camp instructors during camp activities, facilitates camp recreation activities and supervises campers. He/she is responsible for knowing the whereabouts of each camper in his/her charge at all times during duty hours.

Hours: M-F 8:30-12:30, 12:30-4:30

Dates: Need coverage the following weeks, full week increments preferred, full-day and half-days optional.

May 29-Jun 1

Jul 9-13

Jun 4-8

Jul 16-20

Jun 18-22

Jul 30-Aug 3

Jun 25-29

Aug 6-10

Background Required and Qualifications

- Must be at least 18 years of age.
- Has the ability to work with minimal supervision.
- Possesses good leadership abilities and responsibility skills.
- Has enthusiasm for the arts, whether theatre, art, or clay.
- Previous work with children preferred.
- Demonstrates appropriate behavior at all times.
- Patient, enthusiastic, self-controlled and dependable.
- Has the ability to work with others and follow directions.

Principal Duties and Responsibilities

- Supervises check-in and check-out procedures daily.
- Organizes and leads recreation activities for campers.
- Is knowledgeable of all policies and regulations established for Camp MAC and participating campers.
- Observes all rules and regulations established for Camp MAC.
- Supervises and assists campers while participating in camp activities.
- Monitors and ensures appropriate student behavior.
- Assesses the appropriateness of campers' behavior and reports behavior and other problems immediately to the Instructor or MAC Office Staff.
- Facilitates small group meetings (group and team planning sessions, etc.) with Counselors in Training.
- Works closely, cooperatively, and amicably with all staff members.
- Notifies the MAC Office staff if he/she must be absent from or late for duty for any reason.
- Reports any observed difficulties related to illness and/or injury of campers immediately to the Instructor or MAC Office Staff.
- Reports to work and from scheduled breaks on time.
- Seeks and provides assistance or advice from the Education Director, Instructors, and MAC Office Staff.
- Performs other duties as assigned.

Reports to: Education Director