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## JOB DESCRIPTION | **Head Counselor**

### **PURPOSE**

Head Counselors act as servant leaders to the Counselors, striving to create a safe, fun, and meaningful experience for each Counselor. Head Counselors support the mission and goals of Camp Akita by striving to create an environment in which Counselors are healthy, happy, loved, supported, and valued, so that Counselors can create the same loving environment to Campers.

### **RESPONSIBILITIES**

Head Counselor responsibilities should be performed in coordination with the Staff Director, who will provide guidance and direction.

#### **During Staff Training**

- **Overview the job.** Discuss the daily schedule and expectations of the Head Counselors with the Staff Director. Seek guidance from those who have held your role before.
- **Listen and participate.** Actively participate in staff training sessions. Arrive on time, ask questions, and think about how you will use what you learn during your daily work during camp.
- **Build relationships.** Spend time getting to know fellow members of the Akita Staff.
- **Create your team.** Get to know the Staff Director, Office Manager, and fellow Head Counselor. Explore your individual gifts and leadership styles and communicate about best ways to work together.
- **Plan for the summer.** As a team, gather ideas to ensure a balance of fun and reflection through activities for the Counselors throughout the summer.
- **Team building with staff.** Help the Staff Director facilitate team building activities that welcome the staff and foster an inclusive community.
- **Lounge environment.** Create a warm and welcoming environment in the Staff Lounge.

#### **During summer**

**Build the staff community.** In collaboration with the Staff Director, build an affirming and inclusive staff community throughout the summer.

- **Staff Weekends.** Organize fun and meaningful activities that add to Akita's message and build the staff community. Oversee programming and transportation and collaborate with the Leadership Team on execution.
- **Staff Food.** Purchase food and drinks for staff weekends.
- **Be a friend.** Provide a listening ear and empathetic words for Counselors in need, no matter if those needs are big or small.

**Weekly tasks.** In collaboration with the Staff Director and Office Manager, ensure that sessions run smoothly for staff and campers.

- **Check-In.** Assist with Check-In procedures in Columbus.
- **Afternoon assignments.** Post, organize, and update afternoon assignments, making changes when necessary.
- **Early arrivals & late departures.** Assist the Office Manager by alerting staff and campers about early arrival / late departure logistics and greet parents when they arrive.
- **Staff lounge.** Maintain a welcoming space for staff by overseeing the cleanliness of the Staff Lounge.
- **Lost and found.** Gather any camper lost and found, wash it, label it with the session, and return it to the church with the "Return" crew.
- **Nurse liaison.** Remind Campers and Counselors of daily medications.



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### **As-needed tasks**

- **Camper and staff health.** Drive campers and staff to receive medical care, either at a physician's office or back home to their parents.
- **Town runs.** Run necessary errands for counselors and staff.

### **RESPONSIBILITIES OF ALL LEADERSHIP TEAM MEMBERS**

- **Participation.** Attend all full-camp activities and participate actively, modeling enthusiasm and love for the full-camp community.
- **Leadership Team Meetings.** Attend daily team meetings and share information that's important for the full group.
- **Counselor.** When needed, step in to serve as a Counselor in a cabin with enthusiasm and compassion.
- **Driver.** May be required to hold a valid driver's license, complete a vehicle operation observation administered by the Camp Director, and drive a camp-owned vehicle to transport staff and campers.

### **RESPONSIBILITIES OF ALL STAFF MEMBERS**

- **Behavior.** Act as a leader to the campers by modeling good behavior and leadership skills.
- **Be a teammate.** Be helpful to other staff members and act in ways that support the full-camp community.
- **Cabin care.** Maintain a clean and respectful living situation in your cabin.
- **Health & rest.** Keep track of your personal health, get enough sleep, and ask for help when you need it.

### **PHYSICAL REQUIREMENTS**

To physically perform this job, staff must be able to:

- Regularly spend long periods of time sitting on seats and on the ground, both indoors and outdoors.
- Regularly move from sitting to standing positions effortlessly.
- Regularly spend long periods of time standing and walking.
- Regularly walk and hike on uneven surfaces, up and down stairs, and up and down steep inclines.
- Regularly spend long periods of time outdoors in weather conditions including heat, sun, and rain.
- Regularly sleep in a shared open-air cabin.
- Regularly eat while sitting at a shared table or on the ground.
- Regularly use hands and fingers to handle, control, manipulate, carry, or feel objects.
- Regularly see details of objects that are less than a few feet away.
- Regularly read, write, interpret, and respond to words printed in English.
- Regularly speak, listen, interpret, and respond to words spoken in English.
- May occasionally ride in a vehicle, including a school bus, for up to 90 minutes at a time.
- Occasionally lift 25 pounds.