



TITLE: Camp Head Counselor

| | |
|---------------------------|-----------------------------------|
| Department: Camp | Staffing Classification: Seasonal |
| Reports To: Camp Director | FLSA Status: Exempt |
| Last Updated: 1/20/2023 | Signature: |

JOB SUMMARY:

The Head Counselor is responsible for the support, direction, and morale of counseling staff. They back up counselors at all times and substitute for counselors occasionally while supporting and maintaining a positive atmosphere aligned with Smirkus ideals. The Head Counselor is a member of the Camp Leadership Team, along with the Camp Director, Head Coach, and Activities Coordinator.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Provide support and guidance for the counselors and anchor of the counseling team. Be available to listen to concerns, issues, and problems. Help negotiate disputes. Provide counseling as needed. Be aware of and sensitive to issues before they become problems. Communicate any staff interactions, concerns or accomplishments to the Camp Director.
2. Oversee all counseling staff scheduling including but not limited to morning/afternoon rotation, chores, program coverage. Work in conjunction with the Head Coach to ensure a fair night duty schedule for all staff. Communicate all scheduling changes to the staff with plenty of advance notice.
3. Act as a liaison between the counseling staff and the Camp Leadership Team.
4. Keep coaches informed of the physical and emotional problems/situations that a camper or counselor may be going through, and the history behind the problems. Inform appropriate staff of any camper-related accidents or events that have the possibility of affecting camper performance or attitude.
5. Provide support for the Activities Coordinator. Oversee the activities scheduling and planning process. Provide encouragement and insight to the Activities Coordinator.
6. Develop camper safety policies with the Camp Director and the Head Coach. Monitor the safety levels in all camper and staff related areas and events along with Camp Director and Head Coach.
7. Assign housing to campers prior to the start of each session. Designate counselor groups and staff housing for each session. Maintain open communication with counselors regarding counselor group and camper issues.
8. Get to know the campers in each session. Provide additional counseling for campers.
9. Assist Camp Director in administrative duties as needed. Maintain open communication with the Camp Director concerning all facets of camp.
10. Conduct cleanliness checks in camper and staff living quarters, in program areas and in the dining area. Supervise additional clean up sessions as needed.
11. Plan and implement staff orientation with Camp Director and Head Coach.
12. Responsible for carrying out appropriate role for all emergency procedures. Act as Senior Administrator on Duty in the unlikely situation that the Camp Director is off-site and unavailable. Work in conjunction with the Head Coach or Camp Health Professional to make emergency decisions when necessary. Review and update protocols to ensure preparedness for accidents and medical emergencies in the dormitories.
13. Oversee fire drills and dorm evacuations alongside the Camp Director.

14. Support and supervise counselors. Provide appropriate instruction and motivation. Train counselors on practices to maintain safety in dorms.
15. Lead daily counselor meetings. Participate/assist in all general staff meetings. Attend Camp Leadership Team meetings.
16. Lead, plan, and facilitate the CIT program for each session.
17. Perform other tasks as needed or requested by Camp Leadership.

SKILLS AND EXPERIENCE DESIRED:

- Enjoys circus and young people.
- Experience in working with children and teens in Summer camp and/or instructional settings. Educational or afterschool background a strong plus
- Experience supervising, supporting, and evaluating staff.
- Ability to listen, communicate, and respond to multiple constituencies, solve problems and create win - win situations with people of all ages. Strong and open communication skills are a must.
- Ability to relate to and motivate both campers and staff.
- Ability to work collaboratively in a team.

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Work is normally conducted both indoors and outdoors, in dorms and in circus tents. Weather conditions may vary.

PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with working out and/or setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION: Supervision is received from the Camp Director.

SALARY: Base: \$800/week. Room and Board included

A Promise of Inclusion

Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.