

Lead Counselor

Title:	Lead Counselor
Reports to:	Camp Director
Ages:	18 years or older
Hours:	8:00am-2:00pm every weekday during camp

Summary of Position:

This is a paid position that will oversee Jr. Counselors, Counselors-in-Training, and campers ages 5-12. This position requires good organization, attention to details, and good oral/written communication skills. Reliable transportation is required. Previous experience working in a camp environment, formal or informal education, or childcare is required. This position is high in responsibility and management of multiple people and activities.

Minimum availability to work 4 weeks of summer camp and specified training days is also required. The weeks of camp operations are: June 8th-Aug.7th 2020.

You must be 18 years or older to apply for this position. Resume and letter of recommendation required with application for this position.

Note: We are monitoring closely the COVID-19 guidelines from our state and local officials and may adjust dates accordingly. Our camps are outdoors, and we will also be putting in place very specific hygiene and distancing measures in place to ensure the safety of campers and all counseling staff.

Duties & Responsibilities:

- Emphasis on camp safety as a top priority. Full knowledge of safety management plan and emergency protocol. Certification in CPR and First Aid will be provided as part of training.
- Is a positive role model for campers, Counselors-in-Training (CITs) and Jr. Counselors.
- Directly Supervises up to two (2) Jr. Counselors, up to four (4) CITs and up to fifteen (15) campers each week.
- Manages group schedules as set by camp directors. Includes check lists of campers that should be checked off 4 times daily (arrival, snack, lunch, pick up). Also includes an hourly schedule of activities that will be followed throughout the day.
- Be aware of allergies campers may have and all medication that needs to be distributed and when it needs to be distributed. Medication will be kept locked away in education office.
- Exhibits high energy and maintains a strong camp spirit.
- Serve as communication channel between children, adults (parents), and Cibolo Nature Center staff.
- Works closely with the camp directors to help maintain camp organization, safety, enthusiasm and the commitment to the Cibolo camp mission.
- Familiar with the Cibolo Nature Center and park facilities.
- Attend afternoon planning meetings.
- Maintains communication with the Camp Directors– available via cell phone or 2-way radio at all times during camp hours.

- Meets with Camp Directors weekly.
- Maintains daily documentation as instructed by camp director.
- Works with other lead counselors and camp directors as a leadership team.
- Maintains ongoing communication with assigned Jr. Counselors and CITs.
- Focuses on teaching the objectives for the camp week to campers with emphasis on environmental education and stewardship.
- Facilitates positive relationships between CITs, Jr. Counselors and camper groups with the goal to always foster friendship and respect for each other and the environment.
- Is present to support all CITs and Jr. Counselors in their roles as camper mentors. Assists Jr. Counselors and CITs with problems and helps to focus on successful outcomes.
- Assists Jr. Counselors and CITs in preparing for each day. Makes sure that camp supplies are stocked and ready to go as needed. Help monitor the organization of the camp work spaces.
- Facilitates camp activities as needed – encourages Jr. Counselors to lead activities whenever possible.
- Helps Jr. Counselors in developing an activity for their respective camp group. (Jr. Counselors are responsible for creating and developing 1 new activity in the 4 weeks they are working.)
- Helps CITs facilitate at least one activity each week they are volunteering.
- Supports camp promotion efforts through Cibolo Nature Center and community events.
- Maintains an appropriate public profile that supports and promotes volunteer participation, the Cibolo Nature Center and its mission.
- Is evaluated by Camp Director.
- Walk trails for safety before campers arrive.
- Pick up any and all trash as you see it along the trails. If it is something you are unable to pick up and or is a hazard let Camp Directors know where the object is so we can take care of it.
- Everyone will help in daily clean up at the end of the camp day.

To Apply for this Position Please visit this link: <https://givepul.se/efq3nx>