



Staff Counselor

Description:

This is the person who sees to the care and feeding of camp staff (including the Camp Supervisory Team). This person is not the direct supervisor of the cabin counselors, but works with the person in that position to help all staff serve to their highest potential.

Qualifications

- Can take direction well and can give direction clearly and kindly
- Is responsible for his/her own person (will follow the rules and encourage others to do so also)
- Self-motivated (look around and see what needs to be done next, or asks)
- Attends church at least once a month (either Episcopal or one with similar Creeds)
- Has been certified in *Safeguarding God's Children*

Responsibilities

- The care, feeding, and support of the staff is the primary responsibility
- Schedules staff breaks (consulting with the Camp Coordinator and Activities Coordinator)
- Creates a chart for staff coverage (consulting with coordinators and organizers)
- Supports the Activities Coordinator to make sure supplies are ready for activities
- Works with Activities Coordinator and Camp Director to oversee supply purchases and store runs
- Sorts, keeps track of and distributes mail (and getting cards written for campers & staff who didn't receive them)
- Keeps the Office area clean (organizing the director's office and cleaning up after the staff)

This will be done through

- Meeting throughout the week with staff.
 - Checks in with staff throughout the day
- Serving as a mentor to the staff
 - Help them set goals for themselves for the week (using the pre-camp and post-camp evaluation forms)
 - Work through any problems that are occurring in cabin groups and with cabin counselors if there are troubled or disruptive campers
 - Helps staff with their own personal wellbeing
- Makes sure campers are covered and supervised during transition and shower times.
- Reporting directly to Camp Director with **all** staff issues and/or problems

Lines of Authority

- Reports directly to the Camp Director
- Is a member of the Camp Supervisory Team