

Head Counselor

Job Description

Head Counselors play an integral role in creating a magical summer camp experience for Akeela campers. Each Head Counselor is responsible for managing and supporting several camper cabins at camp. In addition to supporting the campers in their assigned cabins, they work directly with and supervise every counselor working in those cabins.

Each Head Counselor also serves as a member of the Camp Akeela Leadership Team and is supervised by Debbie Sasson, Camp Akeela Director. As a part of the Leadership Team, they each provide input on camp activities, campers, staff and general camp wide issues in weekly meetings. Head Counselors attend Senior Staff orientation, and present several orientation sessions for the cabin staff.

Key Responsibilities

- Counselor Supervision

- Responsible for supervising all counselors that live or work in assigned cabins. This supervision includes daily check-ins, informal positive and constructive feedback, support during difficult or emergency situations, and providing input and direction about strategies for working with specific children or the group as a whole. They also support the staff in developing and implementing fun, creative and engaging activities in each of their assigned cabins.
- Formal feedback will be done with all Cabin Counselors. This includes a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer. Head Counselors are responsible for filling out feedback forms for each staff member and providing information to the Directors about job performance and recommendation for rehire.

- Camper Supervision

- Head Counselors facilitate the social growth of their campers through activities and during less structured times. In addition, they give the counselors who work directly with their campers the tools they need to successfully help our campers succeed at camp.
- Head Counselors are responsible for managing behavior of campers which may include de-escalation, parent follow-up, and creating behavior plans, when necessary.
- At the end of the summer, Head Counselors work with counselors to write formal reports about the progress of each camper in assigned cabins.

- Parent Partnership

- Head Counselors are the main line of communication between camp and camper families. General update phone calls are made on a weekly basis to all camper parents throughout the session, in addition to communication in emergency situations or when significant behavioral issues present at camp.
- Head Counselors must develop a strong working relationship with our camp parents and provide outstanding customer service.

Qualifications

Qualified candidates should meet the following criteria

- Bachelor's or graduate degree in a relevant field of study.
- Several years of professional experience working with children with learning differences, ASD, or other social communication disorders.
- Experience with parent communication of camper/student progress in professional setting.

- Effective communication skills, both written and verbal.
- Experience supervising staff in a professional setting.
- Other qualities: Creative, organized, flexible and self-starter.