

# HEAD COUNSELLOR

## **BROAD RESPONSIBILITY:**

The Head Counsellor is responsible for providing leadership support for cabin counsellors. They will assist and evaluate counsellors to ensure the highest standards for counseling. The Head Counsellor will work to ensure the participation of all campers in the Kintail program. The Head Counsellor will work to enhance the physical, mental, emotional and spiritual growth of each child.

## **RESPONSIBLE TO:**

1. Be the first person a counselor can turn to with issues in their cabin.
2. Offer sessions during staff training on issues surrounding camper behavior, discipline, creative counseling, special needs, and other topics as requested.
3. Work co-operatively with counsellors ensuring that campers are safe, maintain adequate personal health and hygiene, participate fully in the camp program and obey all camp rules.
4. Review camper information forms and prepare cabin counsellors with an understanding of the campers they will be caring for.
5. Contact parents of special needs campers two weeks prior to their week at camp, to help prepare the counsellors, parents, and campers about their time at camp.
6. Lead program sessions as required.
7. Assist Counsellors in preparation for on-site tripping activities providing support for special challenges.
8. Participate fully in daily and evening programs, special day activities, camp wide programs and serve as a resource person on a theme team.
9. Deal to the best of your ability with all campers, showing compassion, understanding and modeling positive behavior.
10. Provide help with disciplinary, emotional or other difficulties in cabins seeking direction from the Assistant Director and/or Executive Directors when needed.
11. Attend and assist with meetings providing counselling staff an opportunity to informally debrief cabin experiences in consultation with the Directors and Assistant Director.

12. Meet informally with counsellors each week to check the status of their personal wellbeing and the wellbeing of their cabin.
13. Provide one on one verbal evaluations of counsellors weekly
14. Provide year end written evaluations of counselors.
15. Provide Administrative support as required by the Director and Assistant Director.
16. Organize, supply, update and restock cabin survival kits.
17. Provide leadership to a Kintail On The Road team.
18. Provide the Director with a final report. The final report should contain details about the program area and suggestions for the future.
19. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

## **QUALIFICATIONS**

1. At minimum, two years of camp counselling experience.
2. At minimum, four years of camp staff experience.
3. A willingness to provide support, encouragement, and evaluation.
4. A willingness to work in a team environment.
5. Experience and/or education in responding to children with special needs or challenging behaviours.
6. A personal living faith.
7. Standard First Aid with CPR "C".

## **DIRECTLY RESPONSIBLE TO:**

- The Executive Directors
- The Associate Director

Revised May 2018