

# General Counselor

**Summary:** The General Counselor is responsible for the daily facilitation of camp activities for specific grade levels throughout the summer. In addition, the General Counselor will supervise and respond to incidents such as behavioral problems or accidents, maintain records relating to programs, and communicate efficiently and effectively with other camp staff. General Counselors will create an inclusive, safe environment, which affirms and supportively encourages each camper.

**Commitment:** This is a seasonal, summer position. We prioritize individuals available for all 8 weeks of camp and 5 days of staff training. Individuals with less than 5 weeks of availability may not be considered.

**Minimum Requirements:** High school completion (or equivalent experience) required. This position is exempt and may work more than 40 hours a week.

**Reports To:** Senior Counselor, Division Leader, Assistant Camp Director, Camp Director

## **Specific Responsibilities:**

- Assists specialists in leading and facilitating hands-on programs, crafts, games, and other core-camp activities for an assigned group.
- Actively supervises campers; implements and enforces safety guidelines and camp rules.
- Sets a positive example for campers; encourages full participation; approaches work with a “camper first” mentality.
- Knows of and manages relevant camper medical conditions, medications (epi-pen, inhaler, etc.), and additional relevant information.
- Supports relations and communication among staff members to promote an atmosphere of support and cooperation in the camp.
- Supports the Junior Counselor and GIP programs by encouraging and helping to train those individuals.
- Assists in all program areas such as lunch, special events, assemblies, carpool, swimming, and the late-night cookout in Session 4.
- Communicates concerns with Division Leader and Senior Counselor to create a supportive environment with each camper.

## **Other Duties:**

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, and clean-up days.
- Assists with morning drop off and afternoon pick up.

- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*