



**Department: Camp Nazareth**

**Job Title: Lead Counselor**

**Date: 02/24**

**Reports to: Assistant Camp Director**

**Qualifications:**

**Education/Experience**

* Must be at least 18 years of age with previous experience in camping and supervision of children.
* Experience and training in special activity areas, such as archery, arts and crafts, sports and/or character education.
* Ability to work well with others in a team setting.
* Ability to always act as a positive role model.
* Ability to always maintain professional boundaries with campers and staff.
* Employment is contingent upon approval from Oneida County Health Department. This includes clearance from the NYS Sex Offender Registry and any other regulatory governmental requirements.

**Major Function:**

**Administrative**

* Responsible for immediate supervision of campers, provide leadership and guidance to all Counselors and CIT.
* Ensure maximum safety for all campers.
* Interpret camp safety and health regulations for campers.
* Supervise cabin/bunker behavior and housekeeping.
* Coordinate and lead cabin/bunker activities.
* Act as host/hostess in dining hall.
* Maintain daily logbook.
* Lead special activity groups.
* Escort campers to and from all daily activities.
* Provide supervision during daily programs.
* Assist in activity planning and lead activities.
* Assist on Sunday registration.
* Complete cabin/bunker clean-up and preparation for Sunday arrivals before departure on Friday evenings.
* Inform Assistant Camp Director/Health Director of any situations jeopardizing the health/safety of staff/campers.
* Uphold Camp Nazareth’s philosophy and always abide by proper policy and procedures.
* Provide oversight for allergy maintenance of assigned campers with support of Health Director.

**Supervisory**

* Provide supervision and leadership for Counselors, Campers and CIT to carry out a safe camp experience.
* Ensure that Counselors, Campers and CIT are participating in daily activities.

**Client/Program Related**

* Design and develop ongoing summer camp programs at camp.
* Oversee and actively participate in the registration drop off and pick up process.
* Develop camp maintenance priority list and refer to Agency Administration.
* Assist in all other assigned areas.

**Catholic Charities Agency and Community**

* Attending all internal staff meetings and program related meetings, as necessary.
* Participate in in-service training sessions, workshops, conferences and/or continuing education programs within Catholic Charites or the larger community, as necessary.
* Participate in other duties, programs and activities within the Department as directed.