

Senior Counselor

Summary: The Senior Counselor is responsible for managing and supporting several camper groups while at camp. In addition to supporting the campers in their assigned groups, the Senior Counselor works directly with every counselor working in those groups. Responsibilities are varied and less schedule oriented than General Counselors. Senior Counselors will work closely with counselors, the leadership team, and the administrative team to ensure consistent communication across camp. The Senior Counselor will also be responsible for covering for counselors who miss days of work. The Senior Counselor will be assigned an age group at camp and will oversee all groups within that age group, but they may be asked to help with other age groups as well.

Commitment: This is a seasonal, summer position which includes 9 weeks of camp and 1 week of staff training. Candidates must be able to commit to all weeks of in-person programming.

Minimum Requirements: Completion of one year of college (or equivalent experience) required. Experience working with kids in a camp setting required. Strong integrity and ability to self-direct required. This position is exempt and may work more than 40 hours a week.

Reports To: Division Leader, Assistant Camp Director, Camp Director

Specific Responsibilities:

- Supervises all counselors that work in assigned groups. This includes daily check-ins, informal positive and constructive feedback, and supporting difficult or emergency situations.
- Provides robust support to each camper and equips General and Junior Counselors with the tools needed to maintain this support.
- Manages behavior of campers which may include de-escalation and creating behavior plans.
- Communicates any camper or counselor issues to Division Leader in a timely manner.
- Assists Specialists and Counselors with any program needs.
- Supports the leadership and administrative teams in any special tasks.
- Performs age-group specific duties as needed. For younger campers this includes management of swim lesson logistics. For older campers this includes facilitating adventure activities (including adventure certification, provided by the Madeira School).
- Fills in for counselors who are absent.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.

- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- 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.