

Residential Counselor

Position Summary: The Girls First Counselor is responsible for the primary supervision of campers, and the daily facilitation of camp and leadership activities for girls grades 5-9 in a residential camp environment. Counselors will foster an inclusive, safe environment that supports each camper in alignment with the goals and mission of Madeira Camps. This position is required to live on the Madeira campus in a provided dormitory for the duration of the program and engage with campers in a residential sleepaway camp environment.

About Girls First: Girls First is celebrating its 25th anniversary of introducing middle-school aged girls (rising 5th-rising 9th grade) to the traditions and spirit of The Madeira School. Girls First offers a unique experience of mixing in-classroom instruction with extracurricular activities that make it a diverse summer camp option! With areas of study, or known as tracks, ranging from science to performing arts, there is something for any interested camper who wants to learn and play in a supportive community. Girls First is offered as a two-week residential session or a one-week day session; each session offering a glimpse of what it is like to be a Madeira student.

Minimum Requirements: Completion of 11th grade and at least 16 years old. This position is exempt and will work more than a 40-hour work week. Previous camp experience, peer leadership, or program planning is preferred, but not required.

Commitment: This is a 6-week, seasonal, summer position. All staff must attend staff training on the dates listed below. For any date conflict, please bring to the hiring managers' attention. Priority will be given to those who can commit to all six weeks. This position is exempt and may work more than 40-hours a week.

Required Dates:

Staff Training	Monday July 1 st -Friday, July 5 th
Girls First Residential: Session One	Sunday, July 7 th -Friday, July 19 th
Girls First Jr. (Day camp with overnight)	Monday, July 22 nd -Friday July 26 th
Girls First Residential: Session Two	Sunday, July 28 th -Friday, August 9 th

Reports to: Girls First Assistant Camp Director

General Responsibilities:

- Models behaviors that promote safety and engagement for campers and other staff members
- Implements and models safety guidelines and supervision of all campers whether assigned to you or not.
- Maintains awareness of and manages relevant camper medical conditions, medications (epi-pen, inhaler, etc.), and additional relevant information.
- Designs and facilitates Campus Time activities that are specific to their group of 10-12 campers using campus resources and out-of-the-box thinking
- Participates in residential "on-duty" nights; responds and reports any night-time emergencies or issues as they arise

- Assists in other facilitating or supporting program areas such as instruction time, leadership, D block, special events, assemblies, pick up and drop off, mealtimes, and swimming pool.
- Keeps track of camp supplies and express supply needs to the Assistant Director when appropriate.
- Ensures camper living areas are cleaned by conducting room inspections and routine check-ins with campers
- Supports positive relations and communication among staff members to promote an inclusive atmosphere of support and cooperation throughout the camp sessions.

Other Duties:

- Completes First Aid and CPR training as part of Staff Training.
- Attends Staff Training, morning meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the Staff Handbook.
- 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.