

Junior Counselor

Summary: Junior Counselors are responsible for assisting the General Counselor, Senior Counselor, and Specialist in the supervision of campers and daily administration of camp activities for various grade levels throughout the summer. Junior Counselors who are comfortable and confident may be given a group without a General Counselor. Additionally, Junior Counselors will monitor campers and respond to incidents such as behavioral problems or accidents. Junior Counselors will create an inclusive, safe environment which affirms and supportively encourages each camper.

Commitment: This is a seasonal, summer position. We prioritize individuals that are available for all 9 weeks of camp and 1 week of staff training. Individuals with less than 5 weeks of availability may not be considered. All counselors must work Session 4 and Session 5.

Minimum Requirements: Completion of 10th grade required. Experience working with children preferred. 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 General Counselors and Specialists in leading campers through hands-on programs, crafts, games, and other core-camp activities for an assigned group and program.
- Actively supervises campers; implements and enforces safety guidelines and campus 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 communications among staff members to promote an atmosphere of support and cooperation in the camp.
- Assists in all program areas such as lunch, special events, assemblies, carpool, swimming, and the late-night cookout in Session 4.

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.