



BELMONT DAY

summer programs

Head Counselor

Belmont Day Summer Discoveries Program seeks energetic and positive individuals to join our summer camp community. Head counselors are the primary caregivers for each camper. The head counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. This is a seasonal, non-exempt position that reports to the camp director and director of summer programs.

Essential Job Functions

- Responsible for the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet intended outcomes.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
 - Ensure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
- Participate in the implementation of program activities for campers within the mission and intended outcomes.
 - Responsible for assisting with the teaching of activities.
 - Actively participate in all program areas as assigned.
 - Assist activity counselors in areas such as swimming, nature, all-camp activities, and arts and crafts as directed.
- Maintain high standards of health and safety in all activities for campers and staff.
- Provide the daily care of each camper in their group including recognition of individual health needs.
- Ensure that campers receive their medications as directed by the camp nurse.
- Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with the camp nurse and/or camp director when appropriate.
- Be alert to equipment and facilities to ensure appropriate utilization, proper care, and maintenance are adhered to; report repairs needed promptly to the camp director.
- Be a role model to campers and staff in attitude and behavior.
- Follow and uphold all safety and security rules and procedures.
- Set a good example to campers, junior counselors, and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
- Positively represent the program when interacting with parents or community members.
- Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
- Positively represent Belmont Day School when interacting with parents or committee members.

Other Job Duties

- Contribute to verbal and written evaluations and communication as requested.
- Attend staff training sessions, including weekly staff meetings.
- Supervise campers during one evening activity during the summer.
- Participate as a member of the camp staff team to deliver and supervise opening and closing programs, special events, overnight, and other all-camp activities and camp functions.
- Assist in the implementation of any special events.
- Follow and implement all COVID-19 protocols at camp as required.
- Other tasks or duties as assigned by the camp director.



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Qualifications

Minimum Education and Experience:

- Must be 18 years of age and be one year beyond high school graduation.
- Must submit health history record and examination form prior to the first day of work.
- Ability to interact with all age levels.

Knowledge, Skills, and Abilities

- Understanding of the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrated knowledge and skill in the program area.

Physical Aspects of the Job

- Ability to communicate and work with groups participating (age and skill level) and provide necessary instruction to campers and staff.
- Ability to observe camper performance and behavior, assess its appropriateness, enforce appropriate safety regulations and implement emergency procedures.
- Ability to apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency i.e. fire, evacuation, illness, or injury.
- Ability to or evidence of endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Requires the ability to record, prepare, and communicate appropriate camper activities/programs
- Requires the ability to lift up to 50 pounds.
- Willingness to work in a camp setting with limited or simple equipment and facilities, and with daily exposure to the sun, heat, and animals such as bugs.

[Apply today!](#)



Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.