

Head Counselor Job Description

Purpose: To help counselors BECOME the best they can be—growing in skill, character, and impact. Head Counselors coach, support, and model what it means to be a great Camp Sunshine leader

Key Responsibility Highlights (Examples & Not An Exhaustive List)

1. Team Leadership & Development

- Build strong relationships with your counselors. Know them well to best support and challenge them.
- Model excellent counselor skills daily—teaching, advising, and encouraging staff through challenges.
- Address undesired behaviors with grace and truth, keeping the goal of growth in mind.
- Guide staff through conflict resolution—coaching them to handle it directly and stepping in to mediate when needed.
- Motivate, activate, and evaluate staff to help them reach their full potential.

2. Program Leadership

- Lead assemblies with energy and creativity—setting a fun and faith-filled tone for camp.
- Add creative twists to keep campers engaged and excited.
- Support and oversee the daily camp program, including activity rotations and rainy-day adjustments.
- Lead your assigned Action Team area—planning, preparing, and ensuring stewardship of site and equipment.

3. Administration & Communication

- Attend weekly leadership and early-morning meetings to prepare for the day and upcoming week.
- Support swim tests, incident forms, and other safety procedures.
- Maintain your Head Counselor Daily Checklist to ensure balanced attention to staff and campers.
- Communicate with parents as needed—greeting at drop-off/pick-up, providing updates, or joining camper-parent meetings.
- Assist with spiritual indicator forms and follow up with staff and campers as needed.

4. Personal Leadership

- Manage your pace—it's a marathon, not a sprint. Earlier mornings. Evening and weekend meetings.
- Stay self-aware and communicate when you need support.
- Embrace growth: challenges are opportunities to stretch your leadership and faith.
- Balance challenge with rest. Learn what restores you so you can lead from a full heart.

- Remember: as a Head Counselor, your influence broadens—you'll go deeper with a few and impact many.
- Lead by example in character, humility, and service.

Training & Commitment

- Aerial Park Training (Optional): Week before Leadership Training Week
- Leadership Training Week: Week before Staff Training Week
- Staff Training Week: Paid week—train and lead your counselors into summer!
- Sessions 1 - 10! (Flexible depending on circumstances)