



## Head Counselor

### Essential duties:

1. Provides compassionate leadership, oversight, guidance, conflict resolution and support to staff.
2. Supervises CITs and support staff.
3. Supports Camp & Program Director with management of daily operations of camp.
4. Assist with scheduling camp staff to ensure proper coverage and adequate breaks.
5. Encourage engagement of staff and campers in the camp culture and activities.
6. Support planning for staff training and camp programs.
7. Help manage and facilitate use and care of program supplies.
8. Monitor supplies & equipment to maintain proper inventory levels and equipment condition.
9. Provide a positive customer service experience with guests, parents, etc. and while representing CT outside of camp.
10. Attend, participate summer camp training sessions and CT staff meetings.
11. Ensures that all policies, procedures, standards, guidelines, and requirements set forth by CT, OLVC, American Camp Association (ACA), New York State (NYS), and other governing bodies pertaining to overnight operation of children's camps are adhered to by all at camp.
12. Lead by example with OLVC values of Respect, Trust, Integrity, Passion, Teamwork, Accountability and Camp's of Hospitality, Stewardship, Social Justice, Personal Growth, and Recreation.
13. Proper execution, reporting and communication of CT and OLVC emergency procedures, incident and accident reporting, and safety guidelines.
14. Assist with the care, maintenance, upkeep and cleaning of all CT facilities and equipment.
15. Other duties as assigned.

### Qualifications:

1. 21 years of age strongly preferred.
2. Previous experience working with children aged 6-17 in a professional setting required.
3. At least 2 years' experience as a day or overnight camp counselor preferred.
4. Must be willing to live on site for summer season with room and board provided.

### Benefits:

1. Pay rate: \$510-\$600/week (based on experience and skills) + room and board.
2. Full week of paid training, including portable certifications in First Aid, CPR, AED, Epi-pen and more.
3. Develop leadership skills employers want: teamwork, problem solving, conflict resolution, mission focus, responsibility, empathy, compassion.
4. Forge lifelong friendships.
5. Spend your summer outdoors in beautiful Allegany State Park.
6. Time off on weekends.

**Work Dates: June 29 – August 17, 2025**