



Lead Counselor Team Job Description

This team hires three positions: JC Lead, Support Lead and Senior Counselor Lead. Each position will have a specific area and responsibilities but will serve in all areas.

BASIC JOB DESCRIPTION

- Will be on full time staff
- Will get one-night event off a week
- Will be allowed off campus
- Will live in a tiny house with 2 other Lead Counselor
- Will be leading high school & college age young people
- Will be involved in the hiring process of the Junior Counselors and possibly Assistant Counselors
- Will be responsible for the Junior Counselor cabin and activity assignments
- Will be, periodically, leading the camp in games and other entertainment
- Will be responsible for communication with Junior Counselors once they have been hired
- Will be responsible for a 5-6 activities and you will check on these activities daily to make sure they are being run correctly
- Will check for Cabin Clean Ups
- Will read the JC evaluations of All Summer Staff at the end of each week

JC LEAD COUNSELOR

- Will be responsible for organizing JC's into cleaning facilities
- Will be responsible for JC training
- Will be responsible for the JC early check in and Monday check in
- Will be responsible for the recruitment of JC's
- Will be responsible for the Red T Shirts on weekend
- Will be responsible for the JC Hangout on Wednesdays
- Will be responsible for passing out Junior Counselor paychecks
- Who is staying over the weekend, Saturday event, who will be dropped off, who is arriving on Sundays, etc...
- Will be responsible for JC weekend events
- Will be responsible for the JC end of summer tier report
- Will be responsible for communicating paid & service hour JCs each camp session with the office

SENIOR COUNSELOR LEAD COUNSELOR

- Will be responsible for the senior counselors
- Will be responsible for making sure the counselors are running their bunkhouses correctly
- Will be responsible for making sure the counselors are running their activities correctly

SUPPORT COUNSELOR LEAD COUNSELOR

- Will be responsible for the support counselors



Lead Counselor Team Job Description

- Make sure their job descriptions are getting fulfilled
- Make sure they have something to do in the evenings
- Will be responsible for the cleaning of the facilities
- Will be responsible for putting the JC's on cleaning and cabin crews

ELIGIBILITY:

- Must have basic computer skills
- Must have proven leadership skills
- Must have organizations skills and experience
- Must have been on All Summer Staff for 3 Years
- Must have completed your Sophomore year of college
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation 2 weeks prior to the session hired
- Must have lived above questionable integrity for the entirety of your time on All Summer Staff

EXPECTATIONS:

- Must be teachable
- Must have patience
- Must agree to a background check
- Must be able to submit to and work for authority
- Must be able to teach and explain concepts and responsibilities
- Must be able to complete office work and tasks in the allotted time
- Must be able to resolve conflicts
- Must be willing to have difficult, correcting conversations with staff
- Must love, train and disciple JC's
- Must understand and support the values and mission of Brookhill Ranch