

## Camp Meadowood Springs

### Speech and Language Summer Camp

<b>Job Title</b>	Cabin Counselor Leader (CC Leader)
<b>Job Summary:</b>	The Cabin Counselor Lead (CC Leader) participates in the hiring and training of Cabin Counselors. During camp the CC Leader provides supervision and leadership of Cabin Counselors, ensuring the health and safety of the campers. The CC Leader supports Cabin Counselors during cabin times (bedtime, shower, rest times, Cabin Chat, etc).
<b>Supervisor:</b>	Camp Director
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must be at least 21 years of age</li> <li>2. Previous administrative or supervisory experiences</li> <li>3. Must pass a federal background check</li> <li>4. Current first aid/CPR certification</li> <li>5. Experience with children</li> <li>6. Must be able to lift 50lbs.</li> <li>7. Must be able to live in a cabin during camp (adult cabin, not with campers).</li> </ol>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Coordinate with the camp director to prepare a staffing plan.</li> <li>2. Actively recruit, interview, and hire qualified Cabin Counselors.</li> <li>3. Communicate with staff before camp regarding ways they can prepare for their role, orientation schedule, what to bring, etc.</li> <li>4. Oversee the follow-through of necessary staff paperwork (waivers, background checks, etc)</li> <li>5. Provide training to Cabin Counselors prior to start of camp</li> <li>6. Participate in daily meetings with the Camp Caretaker and Clinical Director.</li> <li>7. Give regular feedback to camp staff during and after camp sessions</li> <li>8. Oversee camp clean-up at the completion of camp</li> <li>9. Complete performance review survey and conduct exit interviews with cabin counselors members</li> <li>10. Assist in follow-up communication with families after camp (parent surveys, follow-up calls, etc)</li> <li>11. Review and update staff job applications each year</li> </ol>
<b>Compensation:</b>	<ol style="list-style-type: none"> <li>1. Housing (cabin)</li> <li>2. Breakfast, Lunch, and Dinner on camp days</li> <li>3. \$2000/season</li> </ol>
<b>Status</b>	Seasonal (July)