



## Summer Staff – Job Description

### Role: Head Female Cabin Leader

**Responsible to:** Program Director

#### **Duties Include:**

- Whatever Camp needs in the moment
- Supervising, supporting, and disciplining Female Counseling Staff
- Enforcing Camp rules and assisting with camper discipline
- Working with Guest Services Manager to make camper cabin assignments
- Performing nightly rounds after lights out
- Meeting at least once a week individually with each female counselor
- Lead morning counselor meetings with Head Male Counselor
- Help manage campers in crisis who need more support than the female counselors can provide
- Assisting with and participating in the week's camp games and activities
- Assist Guest Services Manager in office
- May be assigned to run initiatives course and zipline
- Passing climbing wall and zipline certifications
- May be assigned to dish teams, as a cabin buddy, and maintenance projects.

**Cleaning Responsibilities:** Pine Needle/Nurses Station

#### **Bathroom, Kitchen, & Bedrooms:**

- Clean toilet
- Clean shower
- Clean sinks & counters
- Clean mirror & windows
- Restock paper products
- Wash any dishes
- Wipe beds and exam table
- Vacuum carpet
- Sweep and mop floor
- Wash windows
- Empty trash
- When done...report to Kitchen for other cleaning at end of week