



**JOB TITLE: Summer Camp Head Counselor**

**Part-time, Non-exempt**

**REPORTS TO: Camp Director**

**POSITION SUMMARY**

The Summer Camp Head Counselor is responsible for assisting with program development, coordination, management and implementation of NCAL's summer camp programs at the Pet Adoption Center, an integral part of NCAL's Humane Education Program.

**JOB RESPONSIBILITIES**

- Works with the camp director in coordinating and organizing the total camp program
- Leads all camp activities as per daily schedules, with room for flexibility and improvisation
- Serves as a supervisor to camp counselors, and provides support as needed by the camp director
- Assists camp director with planning and implementing staff training, as needed
- Delegates daily responsibilities to other counselors
- Oversees safety of campers and staff, and ensures that all counselors, campers, visitors and parents/guardians adhere to NCAL's COVID protocols. The head counselor must also be accessible at all times to address any emergency situations or incidents.
- Nurtures a sense of community among campers, counselors, parents and guests
- Arranges camping materials, first aid, and supplies for each day of camp
- Ensures total cleanup at the end of each day
- Maintains attendance and incident logs and ensures proper reporting protocols
- Additional responsibilities as assigned

The ideal candidate will have demonstrated solid leadership and organizational skills, summer camp experience as a counselor or applicable experience (such as teachers, teachers aids, etc.) for at least two years, experience working with children ages 5-15, and the ability to foster a cohesive environment, allowing campers to learn and grow in a safe and supportive environment. This individual will maintain a commitment to the philosophies and policies of NCAL in the performance of his/her duties, respect the dignity and basic rights of each animal, and support the mission of NCAL.

\* **To Apply:** Please submit a resume and cover letter to [lusana@ncal.com](mailto:lusana@ncal.com)

\* **Deadline:** April 22 by 12pm or until positions are filled

\* **Organization website for more information:** [www.ncal.com](http://www.ncal.com)