



POSITION DESCRIPTION LEAD COUNSELOR

BACKGROUND

Boston Explorers (BE) is a non-profit summer and school vacation camp for urban young people ages 7-17. The camp offers a wide range of enriching experiences that include citywide explorations, hands-on learning, spontaneous free play, and exercise. Every child is accepted regardless of family resources. Our staff is a diverse group of counselors who have a strong work ethic, demonstrate leadership and maturity, and enjoy the company of children. At [Boston Explorers](#), children do four things daily: *Make things with their hands, Explore Boston, Have fun, and are kind to everyone.* The entire city is our campground!

THE LEAD COUNSELOR POSITION

The Lead Counselor will provide leadership and guidance to other Day Camp Counselors on the Boston Explorers' staff and serve as secondary leadership in the Program Director's absence, modeling best practices to counselors and teen leaders-in-training (LITs) on all aspects of the Explorers' daily program. This includes leading songs, generating enthusiasm, actively participating in the program & following camp protocols (getting ready for trips, crossing streets, and working effectively with children).

The Lead Counselor's main responsibilities are to work with the Program Director to plan and implement camp activities focusing on developing and honing skills that lead to positive youth outcomes. The Lead Counselor is a member of our senior staff who will work closely with and supervise Boston Explorer Counselors during the Boston Explorer's summer season and regularly provides verbal and written feedback to counselors to promote professional growth and demonstrate appreciation.

Our senior staff is a diverse group of counselors who possess a strong work ethic, demonstrate leadership and maturity, and enjoy children's company. Experience in education and/or child/adolescent development is required. For more information about us please check our website at www.bostonexplorers.org

The Lead Counselor reports to the Program Director. S/he is responsible for overseeing the Counselors working for the Program including guiding them in their work with

campers and ensuring that they are performing well in their roles and are growing as professionals through 1:1 check-ins and communication with other Senior staff.

Candidates for the position are selected based on experience working with adolescents, positive attitude, interest in the urban outdoors, friendliness, and character. Effective communication skills are essential. Other details about the required qualifications are noted below.

ESSENTIAL JOB DUTIES

The Lead Counselor is Responsible for the following:

- Act as an integral member of summer camp program team.
- Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during program season.
- Support and guide the counselors in developing collaborative and respectful relationships with one another (positive group culture).
- Collaborate with the Director regarding staff training, executing the daily program, maintaining positive relationships with BE program partners, and reflecting on daily operations.
- Build healthy positive relationships with each staff member.
- Assist the Director in coaching each staff member in their work with campers (i.e., establishing a warm and trusting relationship; engaging in healthy, positive activities; setting limits; communicating expectations effectively; supporting campers through trying times; maintaining good boundaries; collaborating with other staff; etc.)
- Work closely with the Director to oversee all aspects of the summer program including assignment/oversight of staff tasks (set up/take down of equipment/supplies, etc.).
- Help the Director set goals with each staff member regarding camper communication, teamwork, communication, etc.
- Observe counselor performance and give warm and cool feedback regarding their performance.
- Assist/participate in administering behavior protocol as directed, administering all medical protocol as directed, providing verbal and physical assistance, and accomplishing all other tasks as directed.
- Participate in all required trainings and certifications in compliance with Boston Explorer Mission and standards.
- Communicate clearly, honestly, and respectfully with staff, campers, parents, and volunteers
- Establish good rapport with families of the program campers as well as keep them informed about concerns affecting the campers.
- Create a nurturing, positive, and professional environment while promoting program policies and procedures amongst staff, volunteers, and community
- Other duties as specified by Program Director.

BASIC QUALIFICATIONS

- The successful candidate will be creative, adaptable, detail-oriented, organized, and passionate about young people's growth and development.
- S/he/they will be a team player and have strong interpersonal skills as well as strong communication skills.
- At least two years experience working with youth in an out-of-school-time setting.
- Desire to work in a fun, team-oriented environment that puts mission first.
- Strong interpersonal and communication skills.
- Experience working with youth and families from a variety of backgrounds.
- Demonstrated ability to work independently and as part of a team.
- Bachelor's Degree or equivalent relevant experience.
- Four years post high school experience.
- Two years experience as a supervisor.
- Ability to motivate others and produce results.

Preferred Qualifications:

- General understanding and knowledge of the Boston educational landscape;
- Experience using data as it relates to continuous improvement in program outcomes.

ADDITIONAL CONDITIONS FOR EMPLOYMENT

- To be considered for this position, you must be able to work within the Boston Explorers calendar:
Staff Orientation: June 24 – June 28 Camp Season: July 1 – August 19
- **This is a seven-week full-time summer position with 8-10 hours of additional work each month from April - June.** In addition to regular camp sessions, there may be opportunities to work additional hours if the Explorer's program offers an additional week of camp (August 19-23) and other special events throughout the year.
- Boston Explorers conducts Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) checks on all employees.
- All applicants go through a thorough interview and screening process.
- Boston Explorers maintains a 1:6 staff-to-camper ratio.
- Must be able to provide three written references.
- Must be able to provide immunization records (MA state regulations).
- Must be first-aid/CPR certified (BE will provide training for those hired in this position)

SALARY:

- Range \$23-25 (determined pay rate based on experience)

Supervision and Evaluation

- The Lead Counselor reports to and is supervised by the Camp Director
- Informal evaluations and debrief meetings are conducted regularly throughout the summer, with one written evaluation by the end of the work term.

EQUAL OPPORTUNITY:

Boston Explorers provides equal employment opportunity to all individuals regardless of their, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship, or marital status.

HOW TO APPLY:

Please send a resume with a cover letter to nwright@someoneelseschild.org