Camp Launch Head Camp Counselor (6) – temporary summer 2024 (July 12-27, 2024)
Index: 2WM400
Supervisor: Dr. Mihyeon Kim | F0012L
Time Sheet Approver: Dr. Mihyeon Kim | F0012L

Required Qualifications: High School Graduate, demonstrated ability to work and multitask effectively in a complex and fast paced setting, organizational leadership experience.

Preferred Qualifications: Previous Camp Launch experience, experience working with K-12 students, ability to drive a van (completed W&M van training).

General Description

The Head Counselor for the Camp Launch program is responsible for supporting Counselors in the day-to-day supervision, guidance and safety of all co- and extra-curricular activities of the attending campers. This person will report to the Camp Launch Assistant Director and the Director of Precollegiate Learner Programs at William & Mary. The Head Counselors will work closely with the Counselors, On-site Assistant Program Coordinators, Student Administrators/Camp Launch Deans of Students and CFGE Staff to ensure that the infrastructure is in place to support the program. Head Counselors will provide direct supervision for approximately 300 students, 24 hours a day, seven-days a week for the two-week STEM program. The Head Counselors will be required to live in the dorms from July 12-27, 2024.

Performance Duties

80% - Supervision & Management

- Support Counselors in maintaining high level of vigilance in the supervision, safety and management of campers during all camp activities and transit between activities
- Supervise a group of Counselors to ensure all Camp Launch procedures and policies are followed
- Lead evening Staff Meeting for Counselors to debrief the day, relay information, and address concerns.
- Enthusiastically engage and effectively communicate expectations with campers.
- Be attentive to potential camper concerns and apprise appropriate staff members of issues
- Reside in the residence halls for the entire duration of the program
- Assist in transporting students as needed for the 2-week duration.
- As a member of the Camp Launch Leadership Team, model, facilitate and purposefully influence the culture of Camp Launch to cultivate a positive camp climate.

10% - Communication

- Monitor the submission of Counselors’ Daily Reports each day to ensure they are completed in a timely manner
- Act as a liaison between Camp Launch campers, Counselors and On-site Assistant Program Coordinators, Student Administrators/Deans of Students and Instructors.
- Act as a liaison with WM staff

10% - Event Coordination
- Assist in the implementation of weekend and evening activities
- Assist in the planning and presentation of the *Camp Launch* Opening and Closing Ceremonies, the final Class Presentation Day.
- Support the On-Site Assistant Program Coordinators with any tasks related to the program