

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
- Assist in the planning and presentation of the **Camp Launch** Counselors' Orientation on July 14-15, 2023.

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