

Village of Hartland Recreation Department

Camp Lead Counselor

Position Overview

The Camp Lead Counselor plays a key leadership role in supporting the daily operations of the summer camp program. This position works closely with the Camp Coordinator to help ensure a safe, organized, engaging, and positive camp experience for all participants and staff. The Lead Counselor is expected to model professionalism, take initiative, and provide guidance and support to fellow counselors.

Key Responsibilities

Filling In & Flexibility

- Step in wherever needed to support daily camp operations, including filling in for counselors who are absent or need assistance
- Adapt quickly to schedule changes, staffing needs, or unexpected situations
- Assist with any duties necessary to ensure the camp day runs smoothly and safely

Leadership & Support

- Serve as a role model for all counselors by leading by example in attitude, professionalism, and work ethic
- Demonstrate strong leadership through actions, reliability, and positive engagement with campers and staff
- Assist the Camp Coordinator with daily camp operations, transitions, and problem-solving
- Step in as acting lead when the Camp Coordinator is unavailable
- Support and mentor counselors, offering guidance, encouragement, and constructive feedback
- Help address minor behavior or staff issues promptly and escalate concerns appropriately

Program & Activity Support

- Assist with planning, setting up, and leading daily activities and games
- Ensure activities are inclusive, engaging, and age-appropriate
- Help keep the camp schedule on track throughout the day
- Support counselors during activities to ensure smooth execution

Safety & Supervision

- Help ensure the safety and well-being of all campers at all times
- Actively supervise campers during activities, transitions, and free time
- Assist with enforcing camp rules, policies, and behavior expectations
- Respond appropriately to incidents, injuries, or emergencies and report them to the Camp Coordinator

Communication

- Communicate clearly and respectfully with campers, staff, parents, and supervisors
- Relay important information from the Camp Coordinator to counselors
- Help answer counselor questions and provide clarification when needed
- Maintain confidentiality and professionalism in all communications

Organization & Accountability

- Assist with attendance, headcounts, and camper sign-in/sign-out procedures
- Help ensure supplies and equipment are properly used, stored, and returned
- Support end-of-day cleanup and preparation for upcoming days

Expectations

- Be punctual, dependable, and prepared each day
- Lead by example in interactions with campers, staff, and parents
- Take initiative and willingly step in wherever help is needed
- Demonstrate leadership, teamwork, flexibility, and strong problem-solving skills
- Maintain a positive, respectful, and inclusive environment
- Follow all camp policies, procedures, and safety guidelines
- Communicate concerns, ideas, or staffing needs proactively with the Camp Coordinator
- Be punctual, dependable, and prepared each day
- Take initiative and be willing to step up when support is needed
- Demonstrate leadership, teamwork, and problem-solving skills
- Maintain a positive, respectful, and inclusive environment
- Follow all camp policies, procedures, and safety guidelines
- Communicate concerns or ideas proactively with the Camp Coordinator

Qualifications

- Prior camp or youth programming experience preferred
- Demonstrated leadership ability and strong interpersonal skills
- Ability to work well with children, peers, and supervisors
- Ability to remain calm and professional in fast-paced situations
- CPR/First Aid certification (or willingness to obtain)

Why the Lead Counselor Role Matters

The Lead Counselor is essential to the success of the camp program. This role helps bridge communication between staff and leadership, supports counselors in their roles, and ensures campers have a safe, fun, and memorable summer experience.