

<b>TITLE:</b>	Head Counselor / Assistant Camp Director
<b>REPORTS TO:</b>	Campus Life Director
<b>STATUS:</b>	Exempt. Seasonal. Full-time onsite June 8 to August 19, 2026 (10.5 weeks) - plus - part-time hybrid/remote starting in May through the end of August to ramp up and wind down from the summer program.
<b>COMPENSATION:</b>	\$1,120 per week 10.5 weeks / \$28 per hour for part-time remote work May and August. (\$13,500)
<b>ROOM &amp; BOARD:</b>	Private room with AC, all meals provided.

### **PURPOSE AND SCOPE:**

Working closely with the Director of Campus Life, this position is responsible for student safety, training, and drills, coordinates student life activities including field trips, trips to town and local walks, clubs, and events on campus, sets a calm and professional tone for the campus ensuring that faculty, artistic staff, and students are able to achieve Meadowmount's artistic and education goals, supports counselors and resident assistants with building community and strives to create a welcoming space for all students. During the summer, this is a public facing position that represents Meadowmount to parents and at concerts on and off campus. This position supervises students and needs to be comfortable working with students ages 10 to 30.

### **RESPONSIBILITIES:**

#### **1. Counselor Supervision, Residential Life and Community Building**

- Works with two Senior Counselors to supervise Counselors and ensure that there is constant and adequate supervision of students under age 18.
- Regularly meets with senior counselors, counselors, and junior counselors to understand their needs, student concerns, and emerging issues.
- Proactively discusses any concerns or trends with the Director of Campus Life.
- Supports counselors in fostering a strong community within the dormitories and cottages.
- Inspects and ensures that dorm rooms, common rooms, and bulletin boards are clean and ready for student arrival.
- Facilitates the dorm check-out and departure process to ensure a smooth and organized departure for students and families.
- Provides an atmosphere free of bias in which students can achieve their goals and potential.

#### **2. Student Activities, Events, Outings and Communication**

- Plans student outings and activities consistent with the Meadowmount Safety Plan, placing student health as a top priority in all decision-making.
- Supports planning and management of events and activities, including field trips, non-artistic events on campus, trips to town, local walks and hikes, and clubs and activities on campus.
- Assigns counselors to clubs and field trips and personally leads field trips, trips to town, local walks, activities, and clubs, including driving students and arranging transportation.
- Supports campus and student communication to ensure important announcements and general information are delivered in a timely manner.
- Ensures bulletin boards and MyCampApp are kept up to date, organized, and visually clear.

### **3. Staff Support, Training, and Orientation**

- Supports the Director of Campus Life with the preparation and delivery of orientation and training for counselors, resident assistants, and service award students.
- Supports and participates in training for seasonal staff, counselors, and resident assistants.

### **4. Campus Safety, Emergency Response, Health Information**

- In the absence of the Director of Campus Life, works with the Executive Director - or - Admissions Director to respond to all NYDOH questions and inquiries, and facilitates all inspections and testing.
- In the absence of the Director of Campus Life, acts swiftly and helps coordinate responses to medical emergencies, weather-related situations, potentially dangerous situations on campus, wildlife-related issues, and conflicts, following the guidelines in the Meadowmount Safety Plan.
- Manages confidential medical information for students confidentially and appropriately.

### **QUALIFICATIONS:**

Must...

- be 21 years of age or older
- have a valid U.S. driver's license
- have CPR and Wilderness First Aid certification (this will be provided as needed)
- pass a background check
- have prior experience working in a summer camp or school environment
- have a willingness to work a varied schedule including evenings and weekends
- contribute to the team in a way that is positive, respectful, resourceful, adaptable, reliable, and professional.

The ideal candidate will...

- have experience leading small hiking groups
- have experience driving 12 - 15 passenger vans
- be comfortable working in a busy setting with many priorities and demands on their time. Be comfortable with shifting priorities, adjusting plans, adapting to unexpected situations while still achieving the important priorities day-to-day.
- be capable of handling a range of interpersonal situations in a calm, empathetic, professional, and confident manner representing Meadowmount's interests to vendors, students, parents, and employees.

**How to apply...**

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org).
- The earliest deadline for applications is January 15, however this position will remain open until filled.