



2021 SUMMER PROGRAM JOB DESCRIPTIONS

[Camp Director \(Levels 1-6\)](#)

[Curriculum Coordinator \(Levels 1-6\)](#)

[Residence Hall/Health Coordinator - healthcare experience preferred](#)

[Health Assistant - 2021 only](#)

[Adult Counselor \(ACs\) \(Levels 1-6\)](#)

[Super Staff Intern - Level 4](#)

[Lead Junior Counselor - Level 4](#)

[Super Staff Assistant - Levels 5&6](#)

[Junior Counselor– \(JC\) \(Levels 1-6\)](#)

[Camp Social Media Coordinator](#)

[LEADx Senior Leaders](#)

[LEADx Junior Leaders](#)



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Camp Director (Levels 1-6)

1. Reports to WASC Executive Director
2. Responsible for the timely evaluation of level Curriculum Coordinator, Super Staff Assistant/Lead Junior Counselor, and Junior Counselors
3. Works collaboratively with Executive Director to plan and implement all phases of the specified Camp Level including:
 - a. staff selection
 - b. staff training
 - c. staff supervision
 - d. delegate supervision
 - e. program development and implementation
4. Collaborates with WASC Executive Director and level Curriculum Coordinator, for selection of adult and junior counselor staff
5. Collaborates/communicates with WASC Executive Director and other Camp Directors the specific facility/site needs for Camp. Participates in meetings with site host and Executive Director to share needs and finalize plans for Camp.
6. Responsible for provision of adequate supplies for the Camp
 - a. Functions within a given budget
 - b. Responsible for maintaining financial records for purchases and submitting documentation and receipts to the WASC State Office.
7. Responsible for making recommendations on all matters relating to the Camp for final approval by the WASC Executive Director
8. Promote the welfare and safety of all staff and delegates in cooperation with Resident Hall/Health Coordinator
9. Coordinate “evening” activities – e.g. Olympics, picnic, trust walk, dance, closings
10. Promote and instruct staff and participants about the camp objectives
11. Oversee day-to-day camp operations
12. Observe each family room at least once during camp
13. Maintain confidentiality of delegate/staff health and personal information
14. Participate in yearly required training (mandated reporter, health/safety, student data privacy, etc.)
15. Ensure COVID-19 safety protocols are followed by staff and delegates



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Curriculum Coordinator (Levels 1-6)

1. Reports to Level Camp Director
2. Responsible for the timely evaluation of Adult Counselors and Junior Counselors
3. Collaborates with WASC Executive Director and Level Camp Director in the selection and assignment of staff
4. Responsible for delivery of curriculum - including
 - a. curriculum development
 - b. staff curriculum training
 - c. general session presentations
 - d. planning council group activities
 - e. coordinate supply purchase for the project showcase
 - f. planning small groups/sectionals
5. Responsible for submitting camp curriculum to the WASC Executive Director by the yearly deadline for final approval
6. Work with Adult Counselors in carrying out their responsibilities with small group activities
7. Work with Level Camp Director and Lead JC in assigning AC/JC pairings in a manner to develop the most effective “teaching” teams
8. Prepare all materials that relate to curriculum on a daily basis
9. Observe each family room at least twice during camp
10. Assist the Level Camp Director as needed
11. Maintain confidentiality of delegate/staff health and personal information
12. Participate in yearly required training (mandated reporter, health/safety, student data privacy, etc.)
13. Ensure COVID-19 safety protocols are followed by staff and delegates



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Residence Hall/Health Coordinator - healthcare experience preferred

1. Reports to: Executive Director
2. Collaborates with: Host site staff, Camp Directors, Curriculum Coordinators, and Adult Counselors
3. Provides direction for and works collaboratively with Health Assistant
4. Account for health forms from each delegate and staff member
5. Maintain confidentiality of delegate/staff health information
6. Responsible for collection of “Meds” at registration and dispensing the “Meds” as directed on Health forms
7. Responsible for health and safety:
 - a. inform delegates of safety and medical/illness procedures
 - b. first aid – as needed
 - c. inform adult staff of special health concerns of delegates in their respective camp
 - d. accompany delegates needing medical attention
8. Responsible for keeping a log of all first aid/health activity
9. Oversee the mental health and wellbeing of camp participants
10. Responsible for knowing host organizations expectations and procedures
11. Assist Camp Director and Curriculum Coordinator as needed and as time allows
12. Participate in yearly required training (mandated reporter, health/safety, student data privacy, etc.)
- 13. COVID-19 Specific:**
 - a. Monitor delegate/staff daily screener results
 - b. Oversee and conduct daily temperature checks of staff and delegates
 - c. Follow-up with any flagged results
 - i. Follow quarantine and notification protocols
 - ii. Notify Executive Director
 - d. Conduct contact tracing protocol



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Health Assistant - 2021 only

1. Works under the direction of the Health Coordinator to perform the following tasks:
2. Account for health forms from each delegate and staff member
3. Maintain confidentiality of delegate/staff health information
4. Responsible for collection of “Meds” at registration and dispensing the “Meds” as directed on Health forms
5. Responsible for health and safety:
 - a. inform delegates of safety and medical/illness procedures
 - b. first aid – as needed
 - c. inform adult staff of special health concerns of delegates in their respective camp
 - d. accompany delegates needing medical attention
6. Responsible for keeping a log of all first aid/health activity
7. Oversee the mental health and wellbeing of camp participants
8. Responsible for knowing host organizations expectations and procedures
9. Assist Camp Director and Curriculum Coordinator as needed and as time allows
10. Participate in yearly required training (mandated reporter, health/safety, student data privacy, etc.)
- 11. COVID-19 Specific:**
 - a. Monitor delegate/staff daily screener results
 - b. Oversee and conduct daily temperature checks of staff and delegates
 - c. Follow-up with any flagged results
 - i. Follow quarantine and notification protocols
 - ii. Notify Executive Director
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Adult Counselor (ACs) (Levels 1-6)

1. Reports to Camp Director and Curriculum Coordinator
2. Oversees JCs
3. Collaborates with ACs, Health Coordinator, JCs, and Host Site Staff
4. The primary responsibility of each adult staff member is the growth and development of each delegate through the:
 - a. curriculum
 - b. daily small group and group activities
5. Provide leadership and advice to small group members to help make their small group an effective unit of the camp
6. Work with your assigned Junior Counselor (JC) in all areas related to your small group
7. Be responsible for the supervision of your small group members and JC – as well as all delegates in general
8. Report absences to Camp Director. ALL delegates must be present for all sessions and activities unless excused for a special need by Camp Director or Health Coordinator
9. Approve all actions of your small group such as choice of name; mascot, projects, etc. before the decisions become final and are presented. Be sure that the delegates use discretion and are appropriate with their decisions.
10. In all areas of the camp, set a positive example – always! Encourage and practice adherence to all regulations. Do not change rules, procedures, hours, etc. without authorization.
11. Assist as needed in the residence hall in the evening. Specific hours of supervision may be assigned. However, you will always be responsible for “your” area of the residence hall.
12. You are expected to assist with special camp activities and programs.
13. It is important to remember that all staff – AC’s and JC’s – are here to work as a TEAM to make this a very special learning experience for all delegates.
14. Participate in yearly required training (mandated reporter, health/safety, student data privacy, etc.)
15. Communicate and ensure COVID-19 safety protocols are followed by you, your staff, and your delegates



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Super Staff Intern - Level 4

Lead Junior Counselor - Level 4

Super Staff Assistant - Levels 5&6

1. Major role is the coordination of the JC's and their activities as directed by the Camp Director, Curriculum Coordinator and Health Coordinator
2. Serve as the "bridge" between the AC's and JC's
3. Plan closings with the assigned ACs
4. Plan and organize the meetings with JC's
5. Plan Pledge of Allegiance, opening skit, and other activities involving the JC's
6. Coordinate all activities with the Camp Director and Curriculum Coordinator
7. Coordinate "welcome" activities for the delegates (signs, registration activity, etc.)
8. Make Super Staff name tags and door tags
9. Organize Junior Olympics and awards
10. Observe each JC in family room setting at least once
11. Assist in the daily duties of the camp office
12. Assist adult staff as needed
13. Model and remind delegates of health and safety protocols
14. Participate in camp closings
15. Participate in required training
16. Other duties as assigned by ACs



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Junior Counselor– (JC) (Levels 1-6)

1. Work under the direction of the assigned Adult Counselor (AC) to promote the growth of each delegate in your council
2. Attend all sessions and events
3. Lead the general session warm ups, i.e., cheers
4. Teach all songs to delegates
5. Participate in warm-up activities before all general sessions
6. Assist with the general session and recreational activities as assigned
7. Assist ACs in all activities in and outside of small group room
8. Teach and lead all games to delegates in and outside of small group rooms
9. Be aware of and follow staff guidelines. Be a ROLE MODEL
10. Carry out responsibilities as assigned by Level Camp Director, Curriculum Coordinator, Junior Counselor Coordinator, and/or adult staff
11. Assist with supervision in the residence hall in your assigned area. Do “bed check” before lights out time.
12. Other specific tasks/information including:
 - a. waking up delegates appropriately and getting them to breakfast
 - b. constantly working on getting all delegates to all sessions on time
 - c. be present at and help to supervise delegates during recreation times
 - d. walk delegates back to the dorm after the closing activity quickly, but in a safe, orderly fashion
 - e. assist JC Coordinator, as well as, adult staff as needed
 - f. enforce residence hall policies in addition to being a ROLE MODEL.
 - g. Appreciate EVERY delegate – do not show favoritism. Each delegate is special!
13. Model and remind delegates of health and safety protocols
14. Participate in required training



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Camp Social Media Coordinator

1. Evaluated by Executive Director
2. Collaborates with Executive Director and Camp Directors to promote WASC and Summer Leadership Camp
3. Develops a social media plan that
 - a. showcases all levels of camp
 - b. includes daily social media competitions
 - c. creates daily posts for all social media accounts (Facebook, Instagram, and Twitter)
4. Develop a schedule that outlines articulates dates, times, location/group for promotion
5. Share schedule with Executive Director, Camp Directors, Curriculum Coordinators, ACs and JCs



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LEADx Senior Leaders

1. Under the direction of the LEADx Director:
 - a. Facilitate small group discussions, activities, and projects
 - b. Deliver curriculum as trained
 - c. Monitor chat and respond to questions
 - d. Encourage/reinforce participation
 - e. Model inclusion, collaboration, and leadership standards
2. Collaborate with LEADx facilitation team
3. Provide direction for Junior Group Leader
4. Attend required training
5. Maintain student information confidentially

LEADx Junior Leaders

1. Under the direction of the LEADx Senior Leader:
 - a. Assist the facilitation of small group discussions, activities, and projects
 - b. Support curriculum delivery
 - c. monitor chat for questions, provide information/links as necessary
 - d. Encourage/reinforce participation
 - e. Model inclusion, collaboration, and leadership standards
2. Collaborate with LEADx facilitation team
3. Attend required training
4. Maintain student information confidentially