



Head Student Roles and Responsibilities

Head Student Duties:

- Arrival: M-F: 8:30am
- Departure: M-F 3:30pm
- Must be proficient in all prefect requirements
- Rising 9th graders
- Minimum of 3 years of Wizarding Camp Experience
- Helps with set up and clean up
- Helps with prep pieces if not on before/aftercare duty
- Guide Prefects in their duties
- Solidly knows the color code
- Helps facilitate activities such as anticipation course
- Exhibits leadership qualities around all campers including friends
- Communication
 - Responds to office communications in a timely manner
 - Feels comfortable in asking for clarifications when they are unclear about a task
 - Able to recognize when a student may need the help of a professor (IE with a dispute, first aide, ect)
 - Consistently communicates with professors, deputy head mistresses, and head mistress about concerns, ideas, and questions
 - Communicates and responds to office communications in a timely manner (throughout year)
 - Recognizes when a student needs the help of a professor(IE a dispute, first aid ect,)



- Capable of placing the need to fulfill the magic of camp for others over their own needs within a lesson (ex. Help a confused student with a step prior to completing that step.)
- Acts as a leader and interact with other students (ie buddying up with student who is having a hard time blending into camp and are often seen by themselves)
- Engages in activities (No sitting out of events unless you are ill or need to catch a breath. In the event that you need to step away from an activity, be mindful of how long you are out. We want you participating as much as possible.)
 - Participates in lessons and when kids are grouped to do activities within the lessons and activities
 - Participates in Mystery of the Castle and similar activities
 - Plays quidditch
 - Participates in theme days
- Stay with assigned group unless asked to be elsewhere
- Know the passwords
- Help students with keeping materials together and cleaning up
- Capable of completing special tasks responsibly such as the following:
 - Escorting Campers on errands with another staff member or student
 - Leading the lunch activity
 - Assisting older or tenured students in keeping the magic about the program. Being comfortable with walking them through the lingo or expectations for participation regardless of group.
 - Being a closing ceremony escort
 - Giving/collecting feedback forms
 - Making note of which students have been sorted into what house
 - Preparing and circulating Nicebooks for all staff – then presenting these at the closing ceremonies



- Circulating Nicebooks among student groups to sign for other students and wizard staff
- Being a Quidditch Team captain/trainer/supporter as well as player
- Checking PW and track points with the Lead Student PW Tracking chart and fill in the number of students per house; collect PW points from each lead. Gather this information throughout the week, combine with other lead student data to help ensure that one person is totalling the information and submitting this to professor at the end of the week.
- Helping oversee the NO MUGGLE TECH rule
- Assisting in making transitions run smoothly
- Helping with advanced students (Encourages and interacts with students who may be bored and getting them more invested in the magic)