



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
- Help with Set up and clean up
- Help with prep pieces if not before or aftercare duties
- Guide Prefects in their duties
- Engage as obstacle course facilitator
- Can exhibit their leadership qualities around all campers including friends
- Responds to office communications in a timely manner
- Feels comfortable in asking for clarifications when they are unclear about a task
- Confident in student being able to help solve minor disputes in a none bias manner
- Can make sound judgments on when to move a dispute to a professor
- Capable of placing the need to fulfill the magic of camp for others over their own
- Minimum of 2 years of Wizarding Camp Experience
- Familiar with Color Code/ Curriculum
- Act as a leader and interact with other students (ie buddying up with student who are having a hard time blending into camp and are often seen by themselves)
- Engage in activities (No sidelining or couching unless ill of need to catch a breath)
 - Participate in the lesson breakout sessions
 - Engage in Mystery of the Castle
 - Play in quidditch
 - Participate in theme days



- Stays with assigned group unless asked to be elsewhere
- Know Passwords
- Help students keep materials together and cleaning up
- Capable of completing special tasks below:
 - Accompany student on errands with another staff
 - Lead 12:30 pm lunch activity
 - Help with advanced students
 - Closing ceremony escorts
 - Feedback form giver and collector
 - Make note of which students have been sorted into what house
 - Prep Nicebook & Notebooks for all staff that need them
 - Quidditch Team captain, trainers, supporters
 - Check PW and track points
 - Is able to use the Lead Student PW Tracking chart and fill in the number of students per house and collect PW points from each lead gathers in the week and confirm they are submitted to professor
 - Help oversee the NO MUGGLE TECH rule
 - Able to handle minor first aid needs (mild illness, bee stings, small cuts)
 - Assist in making transitions run smoothly