**Ministry Job Description:** CADET Head Counselor  
 **Goal of Position**The Cadet program is a ministry that helps boys grow spiritually in all areas of life (devotional, mental, physical, and social) by providing Christian men with a uniquely designed structure, program, and materials so that they can mentor boys effectively. To do this well, it’s important that there is good leadership and organization by someone able to coordinate various responsibilities.

**Responsible to**Church Council or Education Committee **Edit to suit your church**

**Job Description**The Cadet Head Counselor’s job is an important one in the life of his church, but need not be overwhelming. The Cadet Corps provides help in the form of a [Head Counselor Handbook](http://counselors.calvinistcadets.org/shop/supplementary-counselor-education/head-counselor-handbook/), a 40-page publication that walks the Head Counselor through the steps of doing his job effectively. A “[Head Counselor Certification Course (downloadable PDF)](http://counselors.calvinistcadets.org/wp-content/uploads/2013/05/headcounselorcertcourse.pdf)” supplements the handbook, taking the man page by page through the handbook to familiarize the task with him. The Head Counselor has much in common with a manager in the business world, being responsible for all aspects of the management process.  
**Edit the following to suit your church**  
  
The Cadet Head Counselor has four main areas of responsibility:  
**Organizational**  
\* Organize the club by ensuring all aspects of the program are in place  
\* [Recruit counselors](http://counselors.calvinistcadets.org/recruiting-cadet-counselors/) and ensure they are trained and well equipped to fulfill their roles  
\* Recruit and encourage boys to participate in the Cadet program  
**Administrative**  
\* Set goals for the program as well as for your team of counselors  
\* Develop the program to include a club schedule/calendar with all planned events and activities as well   
 as counselor meetings and anticipated training dates  
\* Develop and oversee the club budget  
\* Order all necessary supplies  
\* Fulfill club membership requirements with the Corps office in Grand Rapids  
**Leadership**  
\* Provide vision for your club and ensure all plans and goals are met  
\* Motivate counselors and foster caring and supportive relationships with them  
\* Model dynamic faith and provide spiritual guidance  
\* Pray regularly for the boys in your club, their parents, as well as your counselors and the international   
 ministry of Calvinist Cadet Corps.  
**Communication**  
\* Provide a link between the club and the Corps office in Grand Rapids, the Regional Cadet Council as   
 well as your church Council.  
\* Support parents in their role as primary faith nurturers of their children with on-going communication

**Time required**:   
Two to three hours a week during the Cadet season, plus additional time in the Spring and Summer preparing for the following year.  
**Edit to suit your church**  
 **Length of commitment**The main responsibility of a Cadet Head Counselor is to provide leadership and organization to your church’s Cadet program. It is a position that is very detail oriented and is best suited to someone willing to take this role for more than a year or two. Additionally, the role is about developing relationships with counselors and that too warrants a longer commitment. So a preference for the Head Counselor is that he commits to serving for at least three years.  
**Edit to suit your church**  
  
**Training Provided**In order to develop people in their ministry role it is important that the Cadet Head Counselor is provided with training. In all likelihood the person taking on this responsibility will have been part of the Cadet program for a year or two as a regular counselor and so specific training for this position would not require the same training as a counselor. The best person to provide the training would be the out-going Head Counselor. Additional training would of course be available from the [Cadet Training Coordinator.](http://counselors.calvinistcadets.org/education/training-coordinator/)  
**In this space provide the specific training your church would provide.**

**Qualifications or special skills**As someone who is nurturing children in their faith and provides spiritual guidance to his counselors, it’s vital that the Head Counselor takes care of himself spiritually, plugged into God’s power by spending time in scripture, prayer and worship. Additionally, the Head Counselor should be a team player, is flexible, open to learning, has a positive attitude, loves working with children, and knows how to have fun, laugh and enjoy life.  
Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. Parents will want to know that not only are their children being cared for spiritually, but also that they are in a safe environment. As such, those serving in any children’s ministry program will be required to provide a current police background check.

**Benefits to this position**In your role as a Cadet Head Counselor, you will likely be challenged in some ways, but you’ll also be blessed in abundance. Here are some things you can expect:

* *Help young boys in their faith development*
* *Help young boys understand what it means to be a godly man*
* *Growth in your own faith*
* *Affirmation of your gifts*
* *Develop lasting friendships with other counselors*
* *Joy in seeing God at work through the Cadet ministry program*

*Information provided for this document was taken from the* [*Cadet website*](http://counselors.calvinistcadets.org/)*.*