

Division Director (Junior Camp)

Summary: The Division Director (Junior Camp) is responsible for managing and supporting counselors and our youngest campers while at camp. This position is the direct supervisor for counselors working with campers in rising K–3rd grade and the Senior Counselor for these groups. The Division Director serves as the first line of defense for camper issues and communicates appropriately with the Administrative team, Assistant Camp Director, and Camp Director. The Division Director assists counselors in all aspects of their jobs and takes steps to ensure staff satisfaction. The Division Director will also mentor 2 Senior Counselors as they navigate a new leadership role.

Commitment: This is a seasonal, summer position which includes 8 weeks of camp and 7 days of staff training. Candidates must be able to commit to all weeks of in-person programming or have a valid plan to continue supporting camp for any missed days.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Early childhood education, developmental psychology, or camp leadership experience required. Experience working with children aged 4 – 9 preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director, Camp Director

Specific Responsibilities:

- Supervises counselors working with rising K – 3rd grade campers.
- Routinely checks in with each counselor in their division and provides formal and informal feedback.
- Assists counselors in managing camper behavior including de-escalation, parent follow-up, and creating behavior plans when necessary.
- Communicates with the Assistant Camp Director and Camp Director when there are any camper issues, parent issues, or counselor issues that need further action.
- Helps develop counselor leadership skills.
- Monitors the counselors' well-being and serves as a respite to counselors when necessary.
- Answers camp phone and camp emails as needed.
- Reviews the camp rules with campers and helps to enforce these rules consistently throughout the summer.
- Assists in morning drop off and afternoon pick up.
- Assists in the facilitation and development of staff training.
- Fills in for counselors as needed.
- Coordinates logistics for swim lessons.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.