

YMCA Hayo-Went-Ha Camps

Division Leader

Job Description

General Responsibilities

- Keep staff and campers on track with the daily schedule.
- Conduct or delegate responsibility for all cabin and age group area cleanliness.
- Visit cabins regularly during the day as a supervisory tool, but also to provide opportunity to get to know campers and staff.
- Be knowledgeable about eating habits and diets of campers and staff.
- Monitor counselor and camper assignments during the day.
- Monitor all cabin time activities for the unit.
- Check in with each cabin at the conclusion of each day.
- Be responsible for the welfare of each individual in the unit and do all that is possible to solve problems.
- With help of other staff, evaluate the elective choices of campers.
- Assist those campers and staff who may need help fitting into the camp environment.
- Ensure morale of campers by monitoring that campers get enough rest, are making friends and enjoying camp.

Responsible to: Camp Director

Camp Goals/Mission

The mission of YMCA Hayo-Went-Ha Camps is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

Administrative

- Correct or reprimand other staff as soon as possible (in private), for actions that put health and safety of a camper at risk.
- As appropriate speak with camper's parents after discussion with Camp Director
- Assist with the staff assignments to age and program areas.
- Inform Director of any camper or staff problems.
- Ability and experience in supervising staff and campers.
- Help ensure morale of staff by monitoring that staff gets enough rest, time and days off, and that recreational opportunities are available to them.
- Compile staff evaluations at the conclusion of the summer for all in the unit.
- Be aware of all emergency procedures and define management plan.
- Supervise distribution of camper reports in the last week of each session and check for neatness, spelling and appropriateness before signing.

Program

- Ability to creatively schedule programs, facilities and staff
- Together with unit staff, campers and program director, help plan and execute the evening program.
- In the event an activity or cabin counselor is ill or unavailable lead the activity temporarily
- Prepare unit groups for the out-of-camp trip that is part of each program. (food, general information, park regulations, map orientation, supplies, equipment etc).

Extra Curriculum Activities.

- Be available to drive cabins to out-of-camp program areas.
- Cleanliness of the overall camp.
- Staff and camper introductions on opening days.
- Collect all cabin mail and packages for the driver when picking up one of your trips
- These are not the only duties to be preformed. Some duties may be assigned as required.

Essential Functions

A Division Leader needs to communicate effectively to enforce safety regulations, must be able to drive; lift/assist needed equipment; observe all areas of programming in the camp setting; use telephone; observe and assess unsatisfactory activities or inappropriate behavior and discipline/address situation accordingly. (Taking into account safety, location etc.).