



Summer Camp Division Leader

About Summer at St. John's

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Position Overview and Responsibilities

The Camp Division Leader is responsible for the overall planning, coordination, and management of camp-specific operations, including staff supervision, program development, camper support, and administrative tasks. This position requires strong leadership skills, excellent communication abilities, and a passion for creating a positive and enriching camp environment.

Skills and Competencies

- Develop, plan, and oversee the implementation of the age-specific camp program, including activities, workshops, special events, and excursions, in collaboration with camp leadership and staff.

- Assist in the recruiting, hiring, training, and supervision of camp staff, including counselors, activity specialists, support staff, and volunteers, ensuring they are well-prepared and motivated to deliver a high-quality camp experience.
- Serve as a resource and point of contact for camp staff, addressing questions, concerns, and issues as they arise and providing guidance, support, and feedback as needed.
- Coordinate camper check-in/check-out procedures, ensure accurate record-keeping and timely communication with parents and families.
- Monitor the health and safety of campers and staff, implementing and enforcing safety protocols, emergency procedures, and risk management strategies as needed.
- Manage the day-to-day operations of camp facilities, including maintenance, cleanliness, and organization, and oversee the procurement and inventory of supplies and equipment.
- Communicate regularly with camp leadership, staff, parents, and stakeholders, providing updates, feedback, and support to ensure a positive camp experience for all participants.
- Collaborate with camp leadership and staff to develop and implement policies, procedures, and protocols that promote a safe, inclusive, and enriching camp environment.
- Evaluate the success of the camp program, gathering feedback from campers, staff, and families, and making recommendations for improvements and enhancements.
- Uphold camp values and standards, fostering a positive and inclusive camp culture that celebrates diversity, respect, and personal growth.

Education and Experience

- Bachelor's degree in Education, Recreation, Psychology, or a related field preferred.
- Previous experience in camp administration or a leadership role.
- Strong leadership, communication, and interpersonal skills, with the ability to motivate and inspire others.
- Excellent organizational and problem-solving abilities, with attention to detail and the ability to multitask in a fast-paced environment.
- Current certification in CPR and First Aid preferred.
- Proficiency in Google Workspace and experience with camp management software or databases is a plus.

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.

- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Summer at St. John's is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John's.

Interested candidates are asked to apply via [CampBrain](#). Questions can be directed to Laurel Grady at summeratstjohns@stjohnsprep.org.

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