



Division Lead - Upper & Senior Camps

Reports to:	Director of Summer Programs
Location:	Summer at St. John's - Camp Chris
Schedule:	Monday-Friday, 8:15am - 4:15pm
Training Dates:	June 2 - June 15, 2026
Season Dates	June 16 - August 19, 2026
Salary Range:	\$10,100 Seasonal Stipend

Position Overview

The Division Lead for Upper and Senior Camps is responsible for overseeing the daily operations, camper experience, and staff supervision for two of our oldest camper divisions: Upper Camp (88 campers, Grades 4–5) and Senior Camp (50 campers, Grades 6–9). With the support of two dedicated Head Counselors and a total staff of 18 counselors, the Division Lead ensures engaging age-appropriate programming, strong communication with families, and effective field trip coordination for Senior Camp. This leadership role requires strong organizational skills, sound judgment, and the ability to inspire older campers and mentor a diverse staff.

Key Responsibilities

- **Program Oversight**
 - Oversee all aspects of day-to-day programming, scheduling, and transitions for Upper and Senior Camp divisions.
 - Ensure that activities are developmentally appropriate and tailored to the needs and interests of upper elementary and middle school campers.
 - Support implementation of specialty periods (sports, STEM, arts, etc.) and ensure smooth transitions between sessions.
- **Staff Supervision & Mentorship**
 - Manage two Head Counselors and a combined team of 18 staff members.
 - Lead daily check-ins, observe staff performance, and offer constructive feedback to support counselor growth.

- Set clear expectations and support staff in building a strong, respectful, and inclusive camp culture.
- **Camper Well-Being**
 - Actively monitor camper participation, emotional wellness, and group relationships.
 - Provide behavioral guidance, intervene when challenges arise, and help campers work through social-emotional learning moments.
 - Serve as the primary support for camper transitions, including swim, lunch, arrival/dismissal, and specialty programming.
- **Family Communication**
 - Serve as the primary point of contact for Upper and Senior parents, addressing concerns, answering questions, and sharing updates through our specially designed app.
 - Communicate in a timely and professional manner to build strong relationships and confidence among parents.
- **Logistics & Operations**
 - Coordinate check-in/check-out, attendance, and roster accuracy.
 - Work with the camp administrator to ensure proper staffing ratios, group assignments, and coverage during the day.
 - Maintain clean, organized, and camper-ready spaces and ensure supplies are stocked and used appropriately.
- **Culture & Leadership**
 - Build a joyful and inclusive culture for both Upper and Senior Camps that reflects the mission and spirit of *Summer at St. John's*.
 - Collaborate with other Division Leads and camp leadership to support camp-wide events, transitions, and shared spaces.
 - Uphold a consistent standard of professionalism, empathy, and leadership each day.

Skills and Competencies

- Demonstrated success managing large teams in a youth-centered environment.
- Deep understanding of early elementary developmental needs and group management strategies.
- Strong communication and delegation skills, with the ability to remain calm and responsive under pressure.
- Enthusiastic, hands-on leader who leads by example and builds community among staff and campers.
- Ability to organize and oversee multiple moving parts with attention to safety, structure, and camper experience.

Education and Experience

- Bachelor's degree in Early Childhood Education, Elementary Education, Child Development, or a related field preferred.
- Previous experience in early education settings, childcare, or Pre-K summer programs in a supervisory or leadership role.
- Supervisory experience is strongly preferred, especially with a team of multiple staff.
- Familiarity with Google Workspace and basic camp administrative tools 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.

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.

Interested candidates are asked to apply via Questions can be directed to Jackson Tingle at summer@stjohnsprep.org.

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