



## Division Lead - Chipmunks

<b>Reports to:</b>	Director of Summer Programs
<b>Location:</b>	Summer at St. John's - Camp Chris
<b>Schedule:</b>	Monday-Friday, 8:15am - 4:15pm
<b>Training Dates:</b>	June 2 - June 15, 2026
<b>Season Dates</b>	June 16 - August 19, 2026
<b>Salary Range:</b>	\$9,000 Seasonal Stipend

### Position Overview

The Chipmunks Division Lead is responsible for the daily operations, staff support, and camper experience within the Pre-K division of Camp Chris. Each week, this leader oversees approximately 30 Pre-K campers and 8 staff members, creating a warm, developmentally appropriate, and enriching environment for our youngest campers. This role requires patience, creativity, exceptional communication skills, and strong early childhood leadership experience.

### Key Responsibilities

- **Program Oversight**
  - Plan and oversee daily activities, enrichment sessions, and special events designed specifically for 4-year-old campers.
  - Coordinate with program providers (e.g., music, arts, STEM) to ensure sessions are age-appropriate and engaging.
  - Help build predictable and nurturing routines that support emotional security and successful transitions throughout the camp day.
- **Staff Supervision & Mentorship**
  - Lead a team of 8 counselors and support staff, providing daily guidance, clear expectations, and responsive supervision.
  - Model effective strategies for early childhood supervision, behavior support, and camper engagement.
  - Serve as the go-to leader for team dynamics, camper issues, and real-time decision-making.

- **Camper Well-Being**
  - Monitor the emotional, physical, and social development of all Chipmunks campers, promoting a joyful and inclusive environment.
  - Support campers with separation transitions, toileting routines, and early peer interactions.
  - Communicate promptly and professionally with families around camper needs and daily experiences.
- **Family Communication**
  - Serve as the primary point of contact for Chipmunks parents, offering reassurance, daily updates, and proactive communication through our specially designed app.
  - Foster a family-centered approach that supports camper confidence and eases parent transition into camp life.
- **Logistics & Operations**
  - Manage check-in/check-out, daily attendance, snack/rest routines, and transitions.
  - Maintain a clean, safe, and developmentally appropriate space for all activities.
  - Oversee materials, supplies, and equipment used in the Pre-K program.
- **Culture & Leadership**
  - Build a nurturing, kind, and structured culture that reflects the camp's core values of kindness, honesty, respect, and community.
  - Actively participate in leadership meetings and contribute to larger camp operations as needed.

### **Skills and Competencies**

- Deep knowledge of early childhood development, classroom management, and age-appropriate engagement strategies.
- Strong leadership and team-building skills, with the ability to motivate and mentor a staff of 8.
- Excellent communicator with children, staff, and parents alike.
- Organized, flexible, and responsive to the unique needs of a Pre-K environment.
- Familiarity with behavior management strategies and positive reinforcement techniques tailored for young children.

### **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](mailto:summer@stjohnsprep.org).

*Posted October 2026*