



## Division Lead - Exploration Camps

<b>Reports to:</b>	Director of Summer Programs
<b>Location:</b>	Summer at St. John's - Exploration Camps
<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>	\$10,000 Seasonal Stipend

### Position Overview

The Division Lead for Exploration Camps plays a key leadership role in ensuring that campers have an exceptional experience while participating in weekly vendor-led enrichment programs (e.g., STEM, art, music, and specialty themes). Each week, the Exploration program welcomes 6–8 different vendors and approximately 120 campers. The Division Lead is responsible for managing the camper experience, supporting outside vendors, supervising a team of up to 8 staff, and overseeing the Stay and Play afternoon program for campers attending full-day.

### Key Responsibilities

- **Vendor and Program Coordination**
  - Serve as the primary point of contact for all on-site vendors, welcoming them to campus and helping them get settled each day.
  - Build positive relationships with vendor staff to ensure smooth communication and program alignment.
  - Monitor vendor-led programs throughout the day to ensure activities are engaging, age-appropriate, and safe.
  - Act as a liaison between vendors and camp administration to resolve issues, provide support, or gather feedback.
- **Staff Supervision & Mentorship**
  - Supervise a team of up to 8 staff, including Stay and Play counselors and camper support personnel.
  - Provide training, daily communication, and feedback to ensure strong camper supervision and positive staff morale.

- Manage staff scheduling, coverage, and breaks with attention to camper safety and group ratios.
- **Camper Experience and Supervision**
  - Ensure campers are actively engaged, safe, and having fun across all program areas.
  - Support transitions between vendor sessions, snack/lunch breaks, and supplemental programming.
  - Proactively manage behavior challenges, social dynamics, and camper needs in collaboration with vendors and staff.
  - Be a visible and supportive leader who builds positive rapport with campers and families.
- **Family Communication**
  - Serve as the main contact for Exploration Camp families, especially for campers in mixed vendor and Stay and Play schedules.
  - Support check-in/check-out procedures, attendance tracking, and communication of program updates or concerns.
  - Work with camp leadership to ensure all logistics, supplies, and space usage needs are addressed daily.
- **Stay and Play Oversight**
  - Coordinate the Stay and Play afternoon program for campers who attend a half-day vendor session but stay for a full day.
  - Develop and supervise a rotating schedule of age-appropriate camp-style activities (arts and crafts, games, outdoor play, etc.).
  - Support Stay and Play counselors with planning, supplies, and camper engagement strategies..
- **Culture & Leadership**
  - Build a joyful and inclusive culture for all Exploration 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**

- Exceptional organizational and time-management skills to balance multiple programs and age groups simultaneously.
- Strong interpersonal communication skills with the ability to work effectively with outside vendors, staff, and parents.
- Ability to foster a positive, high-energy, and inclusive camp culture for diverse groups of campers and programs.
- Flexibility and creative problem-solving in a fast-paced, ever-changing camp environment.

- Experience managing behavior and supporting youth engagement across structured and unstructured environments.
- Ability to organize and oversee multiple moving parts with attention to safety, structure, and camper experience.

### **Education and Experience**

- Bachelor's degree in Education, Recreation, Program Management, or a related field preferred.
- Experience supervising staff and working with youth in a camp, school, or enrichment setting.
- Familiarity with vendor partnerships and coordination in an educational or camp context preferred.
- Prior experience managing multiple program tracks or rotations is highly desirable.
- Current First Aid and CPR certifications required (training available if needed).
- Proficiency with Google Workspace and basic scheduling or communication platforms 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*