



Division Lead - Lower Camp

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:	\$10,500 Seasonal Stipend

Position Overview

The Division Lead for Lower Camp is responsible for the oversight and daily operations of our Kindergarten and Grade 1 division, which includes approximately 165 campers per week and a staff of 30 counselors, including a dedicated Head Counselor. This role requires strong leadership, a deep understanding of early childhood needs, and the ability to manage large-group logistics while ensuring each camper receives personal attention, care, and engagement.

Key Responsibilities

- **Program Oversight**
 - Coordinate and oversee daily programming, camper schedules, and transitions across a large group of early elementary campers.
 - Collaborate with specialists (e.g., music, STEM, swim) to ensure seamless integration of enrichment activities.
 - Ensure activities are developmentally appropriate, engaging, and structured to provide a strong foundation for early campers.
- **Staff Supervision & Mentorship**
 - Supervise and mentor a team of 30 counselors, with support from a Head Counselor.
 - Lead daily huddles, provide on-the-spot coaching, and ensure clear communication of expectations and routines.
 - Foster team morale, collaboration, and professional growth throughout the summer.

- **Camper Well-Being**
 - Monitor the emotional and physical well-being of all Lower Campers, especially during transitions like swim, lunch, and rest.
 - Support positive behavior management and reinforce the camp's values of kindness, respect, honesty, and community.
 - Provide extra support to campers new to the camp experience, ensuring a successful transition into group routines.
- **Family Communication**
 - Serve as the primary point of contact for Lower Camp 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 Lower Camp 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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