



## Division Lead - Middle Camp

<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>	\$10,100 Seasonal Stipend

### Position Overview

The Middle Camp Division Lead plays a central role in creating a structured, fun, and supportive environment for campers entering Grades 2 and 3. With oversight of 120 campers and 18 staff members, the Division Lead ensures smooth daily operations, manages staff performance and camper well-being, and supports the growth and joy of campers as they continue to build independence and develop new skills.

### Key Responsibilities

- **Program Oversight**
  - Plan and oversee age-appropriate daily activities and weekly schedules that balance structure, creativity, and exploration.
  - Collaborate with program specialists (e.g., STEM, drama, sports) to integrate enriching content that meets the developmental needs of 7–9-year-olds.
  - Adapt activities to ensure accessibility and engagement for campers of various ability levels.
- **Staff Supervision & Mentorship**
  - Supervise and support a team of 18 counselors, ensuring they are prepared, motivated, and aligned with camp values.
  - Lead daily staff huddles, offer in-the-moment coaching, and provide feedback for professional growth.
  - Manage daily schedules, group dynamics, and transitions in coordination with counselors and program staff.
- **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 Middle 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 Middle 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](mailto:summer@stjohnsprep.org).

*Posted October 2026*