

Division Director for Junior Camp

Summary: The Division Director for Junior Camp oversees the daily experience and well-being of Camp Greenway's youngest campers and the counselors who lead them. This position ensures that every group in the Junior Division feels supported, safe, and joyful. The Division Director serves as the direct supervisor for counselors working with rising K-3rd grade campers, mentors two Senior Counselors stepping into leadership roles, and supports staff in managing camper needs with patience and care. As a member of the Administrative Team, the Division Director collaborates closely with camp leadership to maintain consistency, communication, and fun across camp.

Commitment: This is a seasonal, summer position which includes 8 weeks of camp and 7 days of staff training. Candidates must be able to commit to all weeks of in-person programming or have a valid plan to continue supporting camp for any missed days.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Early childhood education, developmental psychology, or camp leadership experience required. Experience working with children aged 4 – 9 preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director for Personnel, Camp Director

Supervises: Senior Counselors and Counselors (rising K-3rd grade campers)

Specific Responsibilities:

- Supervise Senior Counselors and Counselors within the Junior Camp division.
- Routinely check in with each counselor, providing formal and informal feedback to support growth and morale.
- Support counselors in managing camper behavior, including de-escalation, communication with families, and individualized behavior plans when needed.
- Maintain proactive communication with the Assistant Camp Director for Personnel regarding camper or staff issues requiring follow-up.
- Foster leadership growth in Senior Counselors through coaching and mentorship.
- Monitor counselor well-being and create a supportive environment that promotes balance, enthusiasm, and teamwork.
- Ensure consistency in enforcing camp rules and routines to promote safety and structure.
- Coordinate Junior Camp logistics, including swim lesson scheduling and transitions between activities.
- Participate actively in staff training, morning meetings, and leadership discussions.

- Support camp operations as needed, including drop-off, pick-up, and daily transitions.
- Collaborate with the administrative team on camp-wide special events, theme days, and staff celebrations.
- Serve as an active member of the administrative team, contributing to camp-wide planning, communication, and decision-making.
- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.