

Division Director for Senior Camp

Summary: The Division Director for Senior Camp oversees the daily experience, safety, and well-being of Camp Greenway's oldest campers as they gain independence and leadership skills while helping staff grow in confidence, professionalism, and energy. The Division Director serves as the direct supervisor for counselors working with rising 4th – 9th grade campers and mentors Senior Counselors as they develop in their leadership roles. As a member of the Administrative Team, the Division Director collaborates closely with camp leadership to ensure consistency, communication, and joy 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. Education, developmental psychology, or camp leadership experience required. Experience working with children aged 9-15 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 4th – 9th grade campers)

Specific Responsibilities:

- Supervises Senior Counselors and Counselors within the Senior Camp division.
- Conduct regular check-ins with each counselor, providing formal and informal feedback to promote growth and accountability.
- Support counselors in managing camper behavior, including de-escalation, parent communication, and individualized behavior plans when necessary.
- Maintain proactive communication with the Assistant Camp Director for Personnel regarding camper or staff issues requiring follow-up.
- Mentor Senior Counselors in developing leadership, decision-making, and communication skills.
- Monitor counselor well-being and create a supportive, energetic, and inclusive environment.
- Ensure consistent enforcement of camp rules and expectations to promote safety, respect, and community.
- Facilitate or support adventure-based programming and outdoor experiences as certified and trained.
- 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.