



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Job Title: Assistant Village Director**

**Department: Resident Camp**

**Supervisor: Camp Director**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

### **Job Description:**

Plan, implement, supervise, train and participate in all operations of village life. Supervise counselors in all aspects of their functioning to ensure that each camper is receiving a well-balanced, growth-producing camp experience. Maintain clean and orderly villages, including all tents, cabins, restrooms and grounds. Assist in staff training. Manage any and all issues that arise with campers and staff in your villages. Be the main point of contact for parents of campers in your villages.

### **Requirements:**

1. 20 years of age
2. Physical and mental endurance to respond or assist in responding during an emergency
3. Van driver training (provided by Sloane) if 21+, currently licensed and clean driving record
4. Ability to lift 50 lbs.
5. Can work long days (12 hours +) involving significant amounts of physical labor (standing, walking, lifting, carrying, using tools, etc.)
6. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)
7. Live in a platform tent with other staff members. Reside in a village environment that includes other staff and campers.

8. Willing to commit to the full summer contract (about 11 weeks) from early June-mid-August (specific dates depend on year).

**Preferred:**

1. Some college
2. Supervision experience

**Experience:**

1. Preferred experience as a Camp Counselor
2. Should possess knowledge, interest and skills in a variety of camp programming including team building activities and supervising peers
3. Must have the ability to communicate with and supervise young adults and children
4. Some staff training experience is preferred but not required.
5. Show maturity, good judgment, creativity and experience in a variety of camp counseling situations

**Responsibilities:**

- Managing and maintaining a safe village environment, helping campers make lasting friendships and challenging campers by increasing their knowledge and skills
- Be an active member of the Supervisor team, including assisting activity areas, attending morning meetings, attending evening "on duty" hours, assisting with driving responsibilities, organizing theme days and completing staff evaluations.
- Supervise a counseling staff of up to 50 counselors in your villages by holding daily meetings with staff, being available for one-on-one check-ins and delegating village tasks to capable counselors.
- Monitor the safety of your village area in accordance with the standards of Camp Sloane YMCA, the State of Connecticut and the American Camp Association and attend to the maintenance and repair of all equipment used in your village.
- Design evening programs that are engaging, age-appropriate and create a community amongst your staff and campers.
- Keep up on village paperwork and logistics including mail logs, patch lists, tent photos, laundry lists, camper/parent concern forms, parent postcards, activity schedules, etc.
- Responsible for planning Monday Fundays, closing campfire skits, and village overnights.
- Plan and organize a skit for your village for closing campfire each session.
- Maintain a standard of training for all throughout the summer and offer feedback and guidance to counselors when appropriate.
- Maintain all current camp traditions and rituals and help create new ones for your village.
- Supervise and guide a group of campers to ensure a positive and nurturing camp experience for each participant

**Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change and seeks opportunities in the change process.

## **Essential Job Functions**

- I. Maintain an organized, informed and engaged Village – staff and campers**
  - a. Plan and carry out well organized and complete staff training for new and returning staff members
  - b. Participate in Daily Check-Ins with Camp Directors and other supervisory staff
  - c. Hold Daily Check-Ins with the staff in your villages
  - d. Write and deliver staff evaluations throughout the summer
  - e. Prepare an end of summer recommendations report by the end of session 5
  - f. Lead and guide campers, working to ensure a positive experience for each camper
  - g. Report any issues as they occur to your supervisor, whether it is camper, staff, or equipment related
  - h. Be available as a resource for counselors, LEAD's and CIT's
  - i. Eat all meals in the dining hall (preferably at your tents tables) and use the time to get to know individual campers and monitor how their session is progressing
  - j. Advise Camp Director of proposed scheduling changes which could affect programming times
  - k. Be prompt when communicating changes and updates with office personnel
  - l. Work toward meeting and maintaining YMCA and ACA Camping Standards and Best Practices
  
- II. Provide High Quality Programming**
  - a. Schedule your tents for Village and Tent Activities throughout the session
  - b. Implement the following into daily operations:

-Child Development	-Activity Planning
-Leadership Skills	-Behavior Management
-Communication Skills	-Group Dynamics
-Core Values of Caring, Honesty, Respect and Responsibility	-Positive Work Habits
  - c. Ensure that quality Vespers are being run in each of your tents every night
  - d. Use established Behavior Management Plan when disciplining campers. Report serious and persistent problems to the Camp Director immediately.
  - e. Be willing to give and receive constructive criticism as well as learn from your

experience to become a better supervisor

- f. Maintain a professional demeanor at all times while working with staff, campers, or guests of Camp Sloane

### **III. Manage Village Staff**

- a. Have weekly discussions with Village counselors in a one-on-one setting to review any needs or areas of improvement
- b. Provide written evaluations of village staff at scheduled times throughout the summer.
- c. Provide a final written evaluation at the end of the summer to go in staff files
- d. Keep an open line of communication with supervisor regarding any staff management problems
- e. Support other village directors and activity directors in their efforts to manage their staff
- f. Schedule time off for village staff
- g. Communicate with the activity directors regarding any schedule changes that may affect their programs or staff

### **IV. Working with Activity Supervisory Staff**

- a. Develop a positive working relationship with all supervisory staff
- b. Assist activity directors and other administrative staff in large camp events such as Campfires, Theme Days, Chapel, square dances, staff appreciation events and Activity Sign-ups
- c. Be available to assist in running tent bonding time and evening activities

### **V. Maintain the Village and Camper Safety**

- a. Maintain CLEAN living and work areas
- b. Report maintenance problems to Executive Director or a supervisor in a timely fashion
- c. Assure that all camp facilities/areas are clean after each use
- d. Guard the safety and welfare of all campers, reporting all accidents immediately and documenting them properly (incident reports)
- e. Establish a culture of caring for camp property by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of camp property and equipment
- f. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
- g. Check all tents DAILY for cleanliness and orderliness ensuring that any parents/visitors will encounter clean living and activity areas at any time, night or day. Institute a system for rechecking any tents that do not meet standards at any given time.
- h. Effectively schedule and enforce Village coverage for when counselors are on time off.

### **VI. Be an Effective and Impactful Leader of Staff**

- a. Be a role model for staff and campers
  - i. Model the four character values of Caring, Honesty, Respect, and Responsibility
  - ii. Be on time to all events and set a standard of hard work for your staff to follow

- iii. Prevent negative or inappropriate influences from being a part of campers' and staff's time at Sloane (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
  - iv. Generally, lead by example and exhibit the behaviors you expect of your staff members
  - b. Work to cultivate and develop staff
    - i. Assist staff members in your area by being a support for them
    - ii. Provide feedback regularly and in an appropriate manner
    - iii. Identify staff with leadership skills and work to help them develop their potential
  - c. Actively supervise staff
    - i. Be directly involved in program delivery on a daily basis
    - ii. Recognize staff when they exceed expectations
    - iii. Appropriately discipline staff who do not meet expectations
  - d. Enforce the rules of camp evenly and fairly to all campers and staff
  - e. Develop a positive working relationship with peers, supervisors and directors based on mutual respect
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**Be prepared to accept additional responsibilities as deemed necessary by the Camp Program Directors and/or the Executive Director.**

**Camp Sloane YMCA reserves the right to change this job description as conditions change.**

**By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.**