

Position Title: Village Leader/Section Head

Responsible To: Assistant Camp Director and Camp Director

Minimum Qualifications:

- At least 2 years of experience in camping services
- Desire and ability to work with children and adults in camp setting
- Ability to creatively schedule programs, facilities and staff
- Ability and experience in supervising staff and campers
- Current CPR and First Aid certifications
- Previous North Woods or Pleasant Valley Camp experience preferred
- Belief in camper-camp-self
- Ability to drive camp vehicles or willingness to learn

Camp Goals:

The administrative head of a Village/Section (4-10 cabins) takes an active, on-going role in the teaching, evaluation and leadership function of all staff and campers under her/his direction. Coordinates, organizes, and facilitates one coed day and one theme day per summer. Leads one full Vespers/Chapel (values oriented) program. Responsible for Village/Section facilities and supplies.

General Responsibility: To supervise staff and camp program

Specific Responsibilities:

- Responsible for daily inspection of cabins in regards to cleanliness of personal items of campers, graffiti patrol and removal
- Monitor counselor and camper activity assignments for the day
- Together with Senior Staff, counselors, and campers, plan and execute evening activities and special event days
- Be responsible for the welfare of each individual in camp and do all possible to solve problems of campers and staff alike with regards to health, cleanliness, discipline, etc.
- Help ensure morale of staff by monitoring that staff get enough rest, time and days off, and the recreational opportunities available to them
- As appropriate, speak with camper parents in a timely and professional fashion
- Discuss with Director the performance of all staff
- *Formally meet with staff in village/section at least twice a week and conduct evaluations at least twice a season with input from the Director and Waterfront Director if applicable*
- Assist in scheduling campers into their daily schedule
- Other duties as assigned

Essential Functions:

- Ability to communicate and work with groups of various age and skill levels and provide necessary instruction to campers
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities