



YWCA Vermont Camp Hochelaga Head of Lower Mid-Line Job Description

Overview: YWCA Vermont seeks an experienced, professional to provide leadership and management for Camp Hochelaga's Lower Mid-Line campers (elementary age) and cabin counselors. For all seasonal staff, the camp season is June to August*. YWCA Vermont Camp Hochelaga serves more than 1,000 people each summer through camp programs, facilities use, and volunteer opportunities that engage the community in YWCA's mission, *eliminating racism and empowering women*.

**The exact dates are dependent on your specific role, which certifications/trainings you will be a part of, and our seasonal calendar for camp – we will discuss with you the exact dates during the interview/hiring process*

Salary: This position is classified as seasonal, exempt. Salary is based upon applicant's skills and experience.

Responsible to: Assistant Camp Director and Camp Director

Qualifications:

- This is a residential position and must live at the camp for the season
- Ability to take initiative; proactive without waiting for direction; strong sense of personal accountability to flawlessly execute consistently;
- Demonstrate exceptional leadership skills
- Management and Supervision of Cabin Counselors

Responsibilities:

- Set up the Lower Mid Line area prior to and during staff training, order supplies and check equipment;
- During staff training, assist with teaching staff their related responsibilities and expectations and provide a program overview in accordance with American Camping Association (ACA) standards;
- Conduct or delegate responsibility for a daily check of the Lower Mid Cabin area and equipment for safety, cleanliness, need for reordering, and good repair. Communicate with the Camp Program Coordinator regarding program needs in a timely fashion;
- Attend all staff meetings;
- Create, establish, and maintain a line schedule for staff responsibilities on the line;
- Take an active role in creating the cabin assignments for staff and campers throughout the summer;
- Will need to work on all Sundays to assist with check in for all incoming campers;
- Instruct campers and staff in emergency procedures such as fire drills, evacuations, Lower Mid Line emergency or other emergency situations. Train staff in emergency and safety procedures in assigned program areas;
- Teach and monitor proper use of equipment, supplies and safety considerations;
- Submit all required or requested records, reports, orders and plans in a timely manner set by the Assistant Camp Director and Camp Director;

- Plan for, coordinate, implement, and assist with overall camp activities with the Camp Program Coordinator, Assistant Camp Director and Camp Director;
- Evaluate current season and make recommendations for equipment, supplies, staff needs and program improvements for the following season;
- Maintain records, evaluate classes and instruction, and suggest areas for improvements to the Lower Mid Line area. Discuss with the Assistant Camp Director and Camp Director the performance of staff assigned to line and program feedback;
- Monitor that cabin counselors and specialists take responsibility for groups, materials, and safety considerations at appropriate times;
- Maintains longstanding Hochelaga traditions and emphasizing a camp culture that is relevant, healthy and fun;
- Lead by example in observing and enforcing camp rules and safety regulations;
- Supervise all assigned aspects of the campers' day including morning reveille, cabin clean-up, meal times, rest hour, activities or classes, bed-time and other on-duty times;
- Observe, evaluate, and provide constructive feedback to all Lower Mid staff and assigned campers on a regular basis in their role in programming areas and in cabin/on the line;
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required;

Essential Functions:

- Ability to communicate and work with a variety of age and skill level groups and provide necessary instruction to staff and campers;
- Visual and auditory ability to identify and respond appropriately to environmental and other hazards related to the activity or situation;
- Cognitive ability to plan and conduct activities and supervise staff and campers;
- The strength and endurance required to maintain constant supervision of campers in all assigned areas while on duty;
- Previous camp staff experience and training and/or experience in Land sports and tennis;
- Ability and/or experience in supervising staff and campers;
- Ability to creatively schedule programs, facilities, and staff;
- Ability and desire to teach creative arts in at least one of the arts areas to children of varying ages;
- Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages;
- Ability to supervise staff, make scheduling assignments, and order supplies and equipment;
- Ability to request and accept guidance and supervision;
- Ability to respect and cooperate with fellow staff and administration;
- Ability to participate in a strenuous camp program with campers, while maintaining a high level of energy and enthusiasm;
- Self-motivated, leadership ability, safety conscious and responsible;

YWCA of Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YWCA Vermont Camp Hochelaga

76 Pearl Street, Suite 205, Essex Junction, VT 05452 | 802.862.7520

www.ywcavt.org | contactus@ywcavt.org