JOB DESCRIPTION

DIVISION LEADER

Purpose: To oversee a division of up to 8 cabins. This can include up to 64 campers and 16 staff.

Accountable to: The Assistant Camp Director

Essential Duties and Responsibilities:

1. Know the name and preferred pronouns of all staff members at camp.

1.1. Attend leadership training 3 Weeks prior to the start of camp.

1.2. Plan and assist in running staff training week.

1.3. During Check-in days, be a welcoming face to your division and keep an organized record of all campers arriving to camp.

1.4. Assign staff to cabins based on strengths.

1.5. Know the name and preferred pronouns of every camper in your division.

1.6. Attend daily Division Leader meetings. Arrive on time and prepared to each meeting.

1.7. Keep all Division documents organized and accounted for.

1.8. Build time off and break schedule weekly for your staff due to the Assistant Camp Dir. The Thursday before each week.

1.9. Plan and facilitate exciting and diverse divisional activities weekly.

2.0. Manage camper issues that arise in your division.

2.1. Manage staff issues that arise in your division.

2.2. Inspect all cabins and bath houses daily.

2.3. Remove full trash from bath houses, division trash cans and other full bins and bring to onsite dumpster.

2.4. Be ready and willing to assist in all areas of camp.

2.5. Understand that you represent the YMCA and maintain a positive disposition, demeanor and attire.

3.0. Report accidents and injuries and complete incident reports. Adhere to all first aid/rescue procedures.

3.1. Report maintenance or safety issues to the Assistant Camp Director.

3.2. Treat children and adults with dignity and respect. Recognize their individuality and diversity.

3.3. Demonstrate and teach the Y values of caring, respect, responsibility and honesty. Set a good example for children and adults in leadership.

3.4. Work in harmony and cooperation with the staff, volunteers and members of the YMCA to develop team spirit and family atmosphere.

4.0. Other Duties as assigned including but not limited to late night On Duty shifts.
SUPERVISORY RESPONSIBILITIES

Directly supervises staff in your division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School (GED) as minimum

Minimum one year experience in a management setting

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONCENTRATION

Nature and duties and flow of work are such as to require considerable attention and alertness with frequent periods of concentration. Usually the work is complex or there is a deadline to meet.

HUMAN RELATIONS SKILLS

You will be expected to make phone calls home to parents, interact with families during check in/out day and of course interact daily with campers. Human relations skills are very important.

CERTIFICATES and LICENSES

Current driver’s license with the ability to secure a RI Chauffeur’s license. Once obtained, must keep said license current.

Other certifications as deemed appropriate (i.e. First Aid, CPR, lifeguard, etc.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move
more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually very loud. The position has exposure to Bloodborne Pathogens and the incumbent should be educated and prepared on same.

I have read the above job description, and I understand what is expected of me as a Division Leader