

# LAKE GREELEY CAMP

*A private co-ed summer camp in the Pocono Mountains*

## Winter Office

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Moscow, Pennsylvania 18444

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## Division Director

Desired Qualifications: Bachelors Degree or higher.

Experience: Good personal experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Division Director is to be a team or group worker in helping to out carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

The Division Director is an all-encompassing position and is essential to the day-to-day operation of the camp. The position requires the supervision of both campers, along with the delegation of many duties. The Division Director is the chief liaison between the Senior Staff and the campers and counselors for his or her division. Divisions are as follow: Junior boys/girls (6-10 years old including super juniors), Intermediate boys/girls (11-12 years old) and Senior boys/girls (13-15 years old).

The specific responsibility assigned to the Division Director is as follows:

1. Each Division Director is responsible for the general supervision of all counselors and campers assigned to his/her group/ Supervision responsibilities include:
  - a). Ensuring that the counselors are properly supervising his/her own campers.
  - b). Ensuring that the counselors are keeping his/her campers clean and in good health.
  - c). Aiding the counselors in cases of homesickness problems, disciplinary problems, personal problems, etc.
  - d). Ensuring that all counselors have reviewed their campers' enrollment applications, profile forms and medical history so as to properly care for the child while he/she is at camp.
  - e). Making sure that all counselors are aware of the camp rules and regulations.
  - f). Ensuring that counselors assigned "OD" responsibilities are aware of their assignments.
  - g). Supervising counselors' responsibilities as set forth by the Camp Director.
  - h). Supervising the counselors' responsibilities relating to each camper's arrival and exit from camp; i.e. the promulgation of camp rules, medical examination of each camper at the infirmary, linen rental service, and bus and baggage assignments. Cabin inspection for cleanliness and damage, etc.
  - i). As situations arise, the Division Director will be required to make telephone calls to campers' parents. These can be for various reasons including, but not limited to, home sickness, discipline problems, adjustment concerns.
2. Each Division Director is expected to deal with the day-to-day problems arising within his/her group. According to the camp's organizational chart, counselors are expected to first approach their division director with the problems that normally arise during the course of the summer. Problems not resolved at the Division Directors level should be brought to the attention of the Camp Director.
3. The Division Director is expected to provide guidance and help the counselors assigned to his/her group in camp related responsibilities.
4. The Division Director is to conduct meetings to address problems encountered in the group. Also general staff meetings should be conducted, led by the Division Director.
5. The Division Director is to conduct daily inspection of all cabins assigned to his/her group.
6. The Division Director is to file evaluation forms on counselors at least twice each summer.

The Division Director is expected to assist in other duties as directed by the Camp Director.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.