

**CAMP FRIENDSHIP**  
**JOB DESCRIPTION: VILLAGE DIRECTOR**

**Desired Qualifications or Experience:** College degree or equivalent with documented experience with children and/or adolescents.

**Essential Functions:** Ability to instruct, supervise, and motivate employees; ability to demonstrate sensitivity to the age group of campers served; understanding of appropriate positive behavioral management techniques; knowledge of several activity skill areas; ability to communicate with campers and staff in emergency situations; strength and endurance to work long hours in warm weather. Adaptability, creativity, enthusiasm, sense of humor, self-control, and patience.

**Accountable to:** Camp Directors

**Staff and Camper Responsibilities**

1. To be directly responsible for the health, happiness, and welfare of each staff member and camper in the village.
2. To be directly responsible for the supervision and continual training of staff and Counselors-in-Training in the Village.
  - a. To maintain open communications through individual and group discussions with staff.
  - b. To coordinate time-off schedules to assure adequate coverage of the Village. Village Director time-off will be scheduled when all ratios and responsibilities are covered.
  - c. To regularly check each counselor's fulfillment of his/her cabin and village responsibilities.
3. To give guidance to campers who are homesick or having other difficulties, serving as a support for the counselors in the Village.

**Program Responsibilities**

1. To prepare for and instruct activity periods as requested by the Program Director if needed, or 1-2 classes at my request.
2. To serve as a Lifeguard or Watcher at recreational swims, if shifts cannot be covered by staff.
3. To enforce safety standards in all areas of the camp.

**Housekeeping Responsibilities**

1. To supervise staff during Staff Training to clean and prepare cabins and village for camp opening.
2. At the conclusion of each session, to supervise Village Staff in the cleaning of cabins and bathrooms.
3. To check each cabin in my Village daily (or assign a senior counselor to check) for cleanliness, safety, and hygiene and evaluate based on cabin inspection system.
4. At the end of the season, to participate in the final clean-up of all facilities.
5. To be constantly aware of the condition of camp facilities, setting an example by picking up trash, keeping the living area clean, cleaning up after myself, and enforcing group cleanup.

**General Responsibilities**

1. To represent the camp professionally in meeting parents on arrival and departure days.
2. To communicate with parents by phone or letter as instructed by the Camp Director in Village Director Training and throughout the summer.
3. To set an example for campers and staff by being prompt to meals, activities, and other duties; demonstrating good manners, and refraining from the use of profanity.
4. To complete written reports as requested, documenting communication, issues, complaints, and resolutions.
5. To participate in all meetings of the Key Staff.
6. To assume any other responsibilities deemed necessary by the Executive Director or Camp Director for the benefit of the camp.
7. To support, uphold, and enforce all camp policies.

Having read the responsibilities of this position, I fully understand and agree to uphold the above expectations.

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*Employee's Signature*

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*Date*