



JOB DESCRIPTION

DIVISION DIRECTOR

Responsible to: Camp Director

Primary Function: Support counselor needs and campers within their division.

General Responsibilities:

- A. To care for the needs of counselors and campers under his/her care.
- B. To cooperate with other staff members.
- C. To broaden the campers' interests.
- D. To watch for and encourage spiritual life.
- E. To keep accurate records and reports as required.
- F. To perform any tasks other than those assigned.
- G. To listen to children as they offer their thoughts in a group or individually.

Specific Responsibilities:

1. To supervise the activities of the division and plan these with the counselors.
2. To coordinate the divisional program with the total camp program.
3. To help plan the all-camp program with the director and other division directors; to meet with these individuals as necessary.
4. To counsel unit counselors as there is a need.
5. To be responsible for planning and conducting divisional staff meetings.
6. To communicate to the director the needs and problems of the division.
Communicate to the division counselors any pertinent information from the director as required.
7. To carry materials to and from evening activities.
8. To maintain cleanliness in the division and bath facilities used by the division.

Qualities Needed:

- A. Understanding of, and agreement with, the philosophy and core values of Cascade Camp Cedarbrook
- B. Love for girls and boys
- C. Love for the out of doors
- D. Ability to get along with others.
- E. Spiritual and emotional maturity
- F. Willingness to serve and perform tasks other than tasks assigned.
- G. Knowledge of group psychology and leadership
- H. Execution of organizational ability
- I. Able to carry/lift 20 pounds.
- J. Physical stamina
- K. Ability to walk on uneven ground for long distances (up to 1 mile)