



## Camp Soles JOB DESCRIPTION Village Director

Apply Online at [www.campsoles.com](http://www.campsoles.com) or  
Email resume & cover letter to [fun@campsoles.com](mailto:fun@campsoles.com) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

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### Position Summary:

To manage the day-to-day activities, issues, campers and staff of assigned village at Camp Soles.

Reports to Camp Director.

### Specific Responsibilities:

1. Assist in creating a culture in which every child has an exceptional camp experience.
2. Plan the village activities as assigned.
3. Be creative with fun-focused activities for camp-wide programs and suggest and help plan special small-group activities for campers that allow them to pursue special interests.
4. Be responsible for the welfare of each individual in camp and do all possible to solve problems.
5. Inform Program Director and Camp Director of any staff or camper problems.
6. As appropriate, speak with campers' parents.
7. Correct or reprimand staff as soon as possible (in private) for actions that put the health or safety of campers in jeopardy.
8. Inspire, supervise and evaluate staff performance in general camp activities of assigned village.
9. Assist in the delivery of staff training through specific training sessions and as general support.
10. Participate in and contribute to planning meetings with Camp Director.
11. Run meals and snacks in conjunction with other staff and Camp Director.
12. Ensure that the schedule is maintained.
13. Implement a Character Development program.
14. Facilitate logistics of campouts and trips for village.
15. Take daily photographs of camp activities and submit to Camp Director.
16. Help provide an atmosphere for developing good morale and well-being among the camp family.
17. Attend weekly staff meetings to discuss, plan, and evaluate camp sessions.
18. Evaluate current season and make recommendations for the following summer.

19. Some duties may be reassigned, and other duties may be assigned as required.

**Essential Functions:**

- 1. Be able to lift 20 pounds.
- 2. Be able to carry 15 pounds through varying elevations.
- 3. Walk, hike, and run in varying terrain and elevations.
- 4. Have the ability to work long, hot, and busy days.

**Education/Experience Requirements:**

- 1. Previous camp staff experience.
- 2. Desire and ability to work with children and adults in an outdoor setting.
- 3. Ability to relate to one’s peer group.
- 4. Ability to creatively schedule programs, facilities, and staff.
- 5. Ability to accept guidance and supervision.
- 6. Ability and experience in supervising campers and staff.
- 7. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
- 8. College student or relevant experience.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.*