



Camp Soles JOB DESCRIPTION Village Director

Apply Online at www.campsoles.org or
Email resume & cover letter to fun@campsoles.org 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 Youghioghney River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>

Position Summary:

Village Directors play an integral role in creating a magical summer camp experience for Camp Soles campers. Each Village Director is responsible for managing and supporting several camper cabins at camp. In addition to supporting the campers in their assigned cabins, they work directly with and supervise every counselor working in those cabins and provide support and guidance for those staff.

Village Directors are members of the Camp Soles Leadership Team. Leadership team positions are reserved for teachers, coaches, and other experienced childcare professionals who assume leadership roles at camp.

Reports to Assistant Director and Camp Director.

Specific Responsibilities:

- Responsible for the care and safety of the campers and staff assigned to the village
- Assist in creating a culture in which every child has an exceptional camp experience
- Each division includes approximately 40-50 campers and 10-12 counselors
- Assist campers who may need help adjusting to the camp environment
- Be aware of parental concerns which have been communicated to the camp regarding each camper (eg., eating habits, dietary restrictions, special activity requests, medical issues, social concerns)
- Assist the cabin counselors with camper homesickness, disciplinary issues, personality conflicts, etc.
- Ensure that all cabins in your division are neat and clean
- Ensure proper personal hygiene & health of each camper
- Communicate with the Assistant Director and Director about campers who may be experiencing difficulties in camp
- Assist in the monitoring of the morale of the staff members (sufficient rest, mental health, etc.)
- Provide guidance to your counselors in their camp-related responsibilities
- Assist with evening programming and activities and possess the ability to lead an event
- Possess a good sense of humor, and the ability to laugh!
- Collaborate with the Assistant Director and Director to correct or reprimand staff as soon as possible (in private) for actions that put the health or safety of campers in jeopardy

- Assist in the delivery of staff training through specific training sessions and as general support
- Participate in and contribute to planning meetings with Camp Director
- Run meals and snacks in conjunction with other staff and Camp Director
- Facilitate logistics of campouts and trips for village
- Take daily photographs of camp activities and submit to Camp Director
- Help provide an atmosphere for developing good morale and well-being among the camp family
- Attend weekly staff meetings to discuss, plan, and evaluate camp sessions
- Some duties may be reassigned, and other duties may be assigned as required
- Enforce the principles and policies as well as the objectives and philosophy of Camp Soles

Essential Functions:

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

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.