



Camp Abnaki

Summer:

1252 Abnaki Road
North Hero, VT 05474
(802) 372-8275
www.campabnaki.org

Winter:

Greater Burlington YMCA
266 College Street
Burlington, VT 05401
(802) 862-9622
Fax: (802) 862-9984



YMCA
We build strong kids,
strong families, strong communities.

YMCA CAMP ABNAKI JOB DESCRIPTION

TITLE: Village Director

REPORTS TO: Assistant Camp Director

REVISED: 1/13/2009

GENERAL FUNCTION

To achieve the goals and objectives of camp by:

1. Providing leadership to all staff and campers in your village.
2. Providing leadership in one or more program areas.
3. Participate in the planning and implementation of all camp and village programs.
4. Participate in the planning and implementation of staff training week.

ENTRY REQUIREMENTS

1. Must have Completed first year of college or be 21 years old.
2. Possess leadership experience with youth groups, i.e. church, school, scouting etc.
3. Have experience in a supervisory role.
4. Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
5. Skill and ability in leading one or more program area.
6. Good health, vitality, maturity and moral character.
7. Must be able to stand for extended lengths of time (up to 10 hours), and be able to walk around camp continuously for at least 2 hours.
8. Posses good written and oral communication skills.
9. Enjoy working with children and have the ability to understand the needs of campers while placing these needs (and those of camp) ahead of personal desires.
10. Must be in sympathy with and committed to carrying out the basic purposes of camp.
11. Must be First Aid and CPR certified.

ESSENTIAL FUNCTIONS

1. Ability to communicate, supervise and work with assigned ages and skill levels and provide necessary instruction.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Physical ability to respond appropriately to aquatic and land based emergencies and situations requiring first aid.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.



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5. Physical ability to evaluate and train staff and campers on skills to be performed to meet established camp guidelines.
6. Ability to live on site for the duration of the season.

JOB RESPONSIBILITIES

1. Pre camp review of inventory and reports from previous summers.
2. Assign all campers and staff to cabins prior to each session.
3. Show an active authentic concern for campers and staff in your care throughout the season.
4. Be a positive role model through your daily actions.
5. Encourage respect for camp equipment, facilities, the environment and all staff and campers.
6. Maintain a quality program including teaching skill classes, leading evening and village programs, and assist in the planning & implementation of special programs.
7. Participate fully in all staff trainings and meetings.
8. Maintain good relations with campers, parents, alumni, camp neighbors, other staff etc.
9. Submit all paperwork (including village schedules, CCR forms, village rosters, and other assigned paperwork) on time, as required.
10. Maintain ongoing communication with superiors, subordinates and support staff.
11. Manage personal time off for all village staff in accordance with camp policy.
12. In cooperation with village staff, plan cabin, village and special events for each session.
13. Supervise village staff members, and provide written performance evaluation and feedback to all subordinates.
14. Actively supervise campers and staff throughout the day, including during Free Time or Camper's Choice periods, Bug Duty, during meals, during cabin report/flagpole, and at any other time campers are present.

EFFECT ON END RESULTS

1. To the extent that campers and staff develop in caring, honesty, respect and responsibility in a safe and nurturing environment.
2. To the extent that each program you provide will be the highest quality for everyone to experience enjoyment and success.