

## Leadership & Administrative Staff

Leadership staff help in the overall management of camp by supervising staff, planning activity schedules and running various programs throughout camp. These positions are for applicants who have prior experience working at a camp and are looking for an opportunity to learn more about the inner workings of a camp program. There are detailed job descriptions for each position at the end of this document.

Summer salaries for leadership and administrative staff are commensurate with experience and include room and board.

### Village Leaders & Head Counselors

Village Leaders and Head Counselors have overall responsibilities for a group of 36 – 48 campers and directly supervise 12-15 staff members. They are responsible for planning and supervising village activities and assist general counselors in planning their program. They also guide and evaluate counselors and run staff meetings. Village Leaders and Head Counselors are on the administrative team and maintain active communication with fellow administrators, counselors, campers and parents. Village leaders should have previous experience working at an overnight camp and previous supervisory experience is preferred.

### Program Directors

Program Directors plan and execute the overall activities and daily schedule for the camp. They supervise and evaluate the Program Specialists and Instructors and oversee the ordering of all program supplies. Program Directors at each camp will assist the Camp Director in planning and carrying out pre-camp and in-service staff training. They may also work with corporate volunteer groups that visit camp during the summer. They should have extensive experience as a group counselor or program staff in an overnight camp setting and previous supervisory experience is preferred.

### Director of Teachers

Some of our camps have Director of Teachers who are responsible for ensuring that each program area provides experiential learning opportunities for campers. The Director of Teachers works with Program Staff to develop and strengthen lesson plans and to make sure that program goals are met. They are responsible for leading orientation for and supervising 16-18 program instructors.

## CIT Directors

CIT Directors oversee six to 16 Counselors-In-Training, ages 16 to 17, who live at camp for the entire summer. They are responsible for supervising CITs in their daily activities as well as working with camp staff to develop and implement leadership curriculum, workshops and other learning experiences such as community service projects. CIT Directors will participate in a 4-day hike on the Appalachian Trail with the CITs during the summer and will receive additional training to be a trip leader for this hike during orientation. CIT Directors should have previous experience working with teenagers and be able to provide leadership during a backpacking trip.

## Camper Liaisons

Camper Liaisons assist staff members across camp with handling camper behavior issues. They are responsible for reviewing daily camper reports and providing support and guidance to staff members who have challenging campers. Camper Liaisons provide immediate support to staff members who require additional assistance in difficult situations and help to resolve conflicts between campers. Camper Liaisons support administrative staff and counselors in caring for the general health and safety of campers while at camp. Camper Liaisons should have previous experience working with children and extensive experience as a staff member in a residential camp setting.

## Assistant Directors

Assistant Directors help to implement camp rules and regulations, assist the Camp Director in supervising the leadership and administrative team and assume duties and responsibilities of the Camp Director in their absence. Assistant Directors manage interpersonal and operational conflicts amongst campers, counselors and other members of the camp community. They will also help the Camp Director plan and implement orientation as well as assist in the evaluation and record keeping of staff and campers. Assistant Directors should have previous experience supervising staff and extensive experience as a staff member in a residential camp setting.

## Waterfront Directors

Waterfront Directors organize and direct all swimming and boating activities for campers. They supervise Waterfront Staff in water safety and swimming instruction activities and provide ongoing waterfront staff development. Waterfront Directors must be at least 21 years of age, have Lifeguard Training, CPR for the Professional Rescuer and a minimum of three seasons of waterfront experience. A Water Safety Instructor Certificate is preferred as well as prior experience working at camp.

### Ropes Course Director

The Ropes Course Director is responsible for the overall implementation and supervision of all ropes course activities. This includes scheduling and coordinating programs with all five camps as well as supervising, supporting, and evaluating the Ropes Course Facilitators throughout the summer. The Director is also responsible for orienting the general camp staff to the philosophy of the ropes course and enforcing safety procedures with all Fresh Air Fund campers and staff. Applicants must have prior experience as a lead facilitator on a high and low ropes course.

### Farm Director

The Farm Director is responsible for the overall implementation of the Model Farm program including overseeing the agricultural education curriculum, basic animal care of all livestock, general upkeep of the garden and coordination of the Nutrition Center. This includes coordinating programs with all five camps as well as supervising, supporting and evaluating the Farm Staff throughout the summer. The Director is also responsible for orienting the general camp staff to the philosophy of the farm and enforcing safety procedures with all Fresh Air Fund campers and staff. Applicants must have prior experience supervising staff in a farm setting.

## **Village Leader/Head Counselor**

*Responsible to:* Assistant Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a general counselor in a residential camp setting. Some administrative experience preferred.
4. Personal: Good health and emotional maturity. Must be able to supervise in a fair and diplomatic manner.

### *Responsibilities*

1. Provide leadership and guidance for assigned staff members.
2. Work closely with staff to ensure that the goals and objectives of the camp are carried out.
3. To interpret to staff the policies, traditions, and rules of the camp.
4. Leading by example, assist the administration in the enforcement of camp rules and policies.
5. Demonstrate a caring, supportive and professional demeanor, which includes avoiding fraternization with the general staff while On/Off Duty.
6. Be responsible for planning and supervising village activities and assist general counselors in planning their program.
7. Be present at all village activities.
8. Be prepared to assist the Camp Director with all camp activities.
9. Maintain open communication between counselors and the administration.
10. Prepare and submit reports, staff evaluations and inventories as requested by the Assistant Director.
11. Be totally familiar with emergency procedures and implement them when necessary.
12. Follow other rules and regulations that are deemed important by the Camp Director.
13. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
14. Understand that campers come first and decisions should be made in the best interest of campers.

### *Working Conditions*

1. Work day will vary as required by duties.
2. Time off will be arranged with the Assistant Director/Director.
3. Housed in a campstead with staff and campers.

## **Program Director**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: At least 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a group counselor or program staff at a residential camp setting. Prefer some administrative experience.
4. Personal: Good general health, emotionally mature and able to work with minimal supervision.
5. Current driver's license preferred.

### *Responsibilities*

1. Assist the Camp Director in planning and carrying out pre-camp and in-service staff trainings.
2. With input and assistance from the staff, plan the overall activities for the camp.
3. Directly supervise and evaluate the activities counselors.
4. Be prepared to assume the role of any of the activity counselors in the event of their absence.
5. Oversee the ordering of all program supplies.
6. Work with volunteer groups and help coordinate volunteer activities.
7. Have a clear understanding of the camp rules and policies and be prepared to assist the Camp Director in enforcing them.
8. Demonstrate a caring, supportive and professional demeanor, which includes avoiding fraternization with the general staff while On/Off Duty.
9. Maintain proper records as required by the Camp Director.
10. Coordinate with the Assistant Director in matters that are of mutual responsibility.
11. Be totally familiar with emergency procedures and implement them when necessary.
12. Follow other rules and regulations that are deemed important by the Camp Director.
13. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
14. Understand that campers come first and decisions should be made in the best interest of campers.

### *Working Conditions*

1. Housed in staff quarters.
2. The work day will vary as required by duties.
3. Consideration and scheduling of time off is at the discretion of the Camp Director.

## **Director of Teachers**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: At least 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a group counselor or program staff at a residential camp setting. Prefer some administrative experience.
4. Personal: Good general health, emotionally mature, and able to work with minimal supervision.

### *Responsibilities*

1. Assist the Camp Director in planning and carrying out pre-camp and in-service staff training.
2. Directly supervise and evaluate the program staff.
3. Be prepared to assume the role of any of the activity counselors in the event of their absence.
4. Observe and provide support to program staff in their activity space.
5. Work with volunteer groups and help coordinate volunteer activities.
6. Have a clear understanding of the camp rules and policies and be prepared to assist the Camp Director in enforcing them.
7. Demonstrate a caring, supportive and professional demeanor, which includes avoiding fraternization with the general staff while On/Off Duty.
8. Maintain proper records as required by the Camp Director.
9. Coordinate with the Assistant Director in matters that are of mutual responsibility.
10. Be totally familiar with emergency procedures and implement them when necessary.
11. Follow other rules and regulations that are deemed important by the Camp Director.
12. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
13. Understand that campers come first and decisions should be made in the best interest of campers.
14. Plan and facilitate an orientation program for all activity instructors in addition to helping plan and facilitate the general orientation.
15. Evaluate activity areas and activity instructors to support and improve as necessary.
16. Responsible for ordering and maintaining supplies and equipment related to all activity areas.

### *Working Conditions*

1. Time off will be arranged by Camp Director.
2. Housed in campstead with other camp staff.

## **CIT Director**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: Minimum 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a general counselor in residential camp setting. Prefer at least one year as a Village Leader. CIT Directors should have previous experience working with teenagers and be able to provide leadership during a backpacking trip.
4. Must have or obtain during orientation a current Responding to Emergencies or WFA and Professional CPR Certification.
5. Personal: Good general health, emotionally mature and able to work with minimal supervision.

### *Responsibilities*

1. Assist the Camp Director in setting up goals, etc. for the Counselor-In-Training (CIT) program.
2. Assist the Camp Director in the recruitment and selection of CIT candidates.
3. Interpret to the CITs, camp rules, policies and traditions.
4. Provide leadership and guidance to 6 to 20 CITs. Provide them with an educational training program using our own resources, as well as seeking outside resources when necessary.
5. Work with Adventure Program Coordinator to plan and facilitate the 4-day hike on the Appalachian Trail with the CITs.
6. Maintain proper records on each CIT to help evaluate their goals and progress throughout the summer.
7. Be totally familiar with emergency procedures and follow them when needed.
8. Maintain proper records as required by the Camp Director.
9. Follow other rules and regulations that are deemed important by the Camp Director.
10. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
11. Understand that campers come first and decisions should be made in the best interest of campers.

### *Working Conditions*

1. Housed with the CITs - this will include at least one week in a primitive camp setting.
2. Time off is scheduled by the Camp Director.

## **Camper Liaison**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: At least 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a group counselor or program staff at a residential camp setting. Some administrative experience preferred.
4. Personal: Good general health, emotionally mature and able to work with minimal supervision.

### *Responsibilities*

1. Communicate with administrative staff and General Counselors regarding campers' behaviors, general health and wellbeing.
2. Assist Camp Director, Assistant Director and Program Directors with daily duties.
3. Answer phone calls from parents to update them on their child's progress at camp. Communicate with Village Leaders and Administrative staff about these phone calls.
4. Provide immediate support and assistance for camp staff with challenging behaviors or potentially dangerous situations.
5. Work on a one-to-one basis with campers who require additional support and update camp staff about behavior plans or behavior contracts made with campers.
6. Value each camper as unique individuals and recognize their individual needs.
7. Have a clear understanding of camp rules relating to addressing behavior issues and how to treat campers.
8. Accompany villages who may require additional support on hikes and overnights.
9. Understand that campers come first and decisions should be made in the best interest of campers.
10. Obtain paperwork from Village Leaders and follow up on any pending documentation.
11. Accompany campers who are leaving camp early on the train back to FAF's NYC office.
12. Communicate any concerns regarding the physical and mental health and overall wellbeing of campers to the Camp Director.
13. Plan and design workshops relating to challenging behavior and methods of addressing it.
14. Carry out specific tasks as requested by the Camp Director or Assistant Director.

### *Working Conditions*

1. Time off will be arranged by Camp Director.
2. Housed in campstead with other camp staff.

## **Assistant Director**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: At least 3 years of college, preferably a college graduate.
3. Experience: Extensive experience as a group counselor in a residential camp setting. Prefer some administrative experience.
4. Personal: Good general health, emotionally mature, and able to work with minimal supervision.
5. Current driver's license preferred.

### *Responsibilities*

1. Assume duties and responsibilities of the Camp Director during his/her absence.
2. Assist the Camp Director in planning and carrying out staff orientation and in-service staff trainings.
3. Have a clear understanding of the camp rules and policies and be prepared to assist the Camp Director in enforcing them.
4. Demonstrate a caring, supportive and professional demeanor, which includes avoiding fraternization with the general staff while On/Off Duty.
5. Directly supervise Village Leaders (orienting, giving guidance and support, and evaluating them throughout the summer).
6. Oversee vehicle performance checks and daily usage logs.
7. Oversee the ordering and control of general camp equipment and supplies.
8. Supervise the Dining Hall area and maintain open communication with the Chef Manager.
9. Coordinate with the Program Director in matters that are of mutual responsibility.
10. Be totally familiar with emergency procedures and implement them when necessary.
11. Maintain proper records as required by the Camp Director.
12. Follow other rules and regulations that are deemed important by the Camp Director.
13. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
14. Understand that campers come first and decisions should be made in the best interest of campers.

### *Working Conditions*

1. Housed in administrative staff quarters.
2. The work day will vary as required by duties.
3. Consideration and scheduling of time off is at the discretion of the Camp Director.

## **Waterfront Director**

*Responsible to:* Camp Director

### *Qualifications*

1. Age: Must be at least 21 years of age.
2. Education: 2 years of college, preferably a college graduate.
3. Experience: Must have current WSI, Lifeguard Training, with waterfront module and professional CPR certification. Minimum of three seasons of previous waterfront experience. American Red Cross Waterfront Management Module preferred.
4. Personal: Good physical health and emotional maturity. Must be able to supervise in a fair and diplomatic manner.

### *Responsibilities*

1. Overall supervision and management of all waterfront activities.
2. Ensure that beach signs, depth markers, float lines, ladders, reach poles, rescue lines, first aid kits, backboards, guard chairs, and other required waterfront elements are present and in good repair.
3. Coordinate with staff that daily beach/pool NYS Department of Health reports are completed.
  - a) Hidden Valley Waterfront Director should coordinate the daily monitoring of the pH and chlorine checks which are then recorded in the pool report.
4. With waterfront staff, conduct mandatory swim tests and swim area orientation at the start of each session for all staff and campers using the waterfront. Assign color-coded swim area(s) based on observed swimming ability. Coordinate and maintain waterfront “Buddy Systems” as required by New York State Health Department Regulations.
5. Ensure that waterfront and buddy check orientations are conducted for each waterfront user. Responsible for ensuring buddy checks take place NO MORE THAN fifteen (15) minutes apart, both during free swim and swim lesson periods
6. Schedule guard coverage to comply with mandatory ratios for supervision.
7. Ensure that all waterfront staff maintain an adequate level of fitness and lifeguard skills throughout the summer by planning, supervising and participating in daily workouts—swimming, boating, practice rescues, etc. Maintain a log of such activity.
8. Plan, organize and direct all swimming activities for the campers and staff.
9. Supervise and train the waterfront staff in water safety and swimming instruction activities.
10. With waterfront staff, conduct boating orientation at the start of each session for staff and campers. Conduct a counselor orientation that includes use of any boat type (canoe or rowboat) they may use with campers. Arrange for tip test for those campers who are ready to use canoes without staff in the boat.
11. Responsible for maintaining DISTINCTLY SEPARATE waterfront, boating, and fishing facilities to comply with all pertinent safety codes.

12. Direct beach, dock and water clean-up and maintenance. Must be familiar with human and animal waste clean-up and decontamination procedures as required by the NYS Department of Health. On waterfronts, maintain goose netting on beaches during all times the waterfront is closed.
13. Submit all forms, requisitions, evaluations, and inventories that are required by Camp Directors, Health Departments, and Health & Safety. Included should be daily beach condition reports noting water temperature, water clarity, weather conditions, and any incidents, accidents, or decontamination procedures that occurred during each 24-hour period.
14. Be totally familiar with emergency procedures and be able to implement them when needed. See Waterfront Manual.
15. Participate in total camp program.
16. Understand that campers come first and decisions should be made in the best interest of campers

*Working Conditions*

1. There are at least six swimming sessions per day. Working hours are self-determined and will vary depending on the time required to maintain the waterfront and its facilities.
2. Time off is scheduled by the Camp Director.
3. Housed in administrative staff quarters.

## **Farm Director**

*Responsible to:* Farm Coordinator

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Education: 2 years of college or equivalent experience with a concentration in environmental or agricultural classes.
3. Experience: Previous experience as a supervisor and previous administrative experience. Teaching experience in your specialty area. Basic knowledge of agriculture and/or nutrition.
4. Personal: Good general health, emotionally mature, and able to work with a minimum of supervision. Must be able to supervise in a fair and diplomatic manner.
5. Must have a current driver's license.
6. Must have or obtain during orientation a current Responding to Emergencies and Professional CPR Certification.

### *Responsibilities*

1. Coordinate with Camp Directors and/or Program Directors to implement the Farm and Nutrition programs and schedules.
2. Have clear understanding of the camp rules and policies and be prepared to enforce them.
3. Directly supervise the Farm and Nutrition staff (orienting, giving guidance and support and evaluating them throughout the summer).
4. Responsible for the ordering and control of general camp equipment and supplies.
5. Oversee the daily well-being of domestic livestock and the routine upkeep of the gardens.
6. Ensure the safety of the campers while in program area. This includes that counselors are present with their groups at all times.
7. Be totally familiar with emergency procedures and prepared to implement them.

### *Working Conditions*

1. Housed at the Farm, or in the nearest suitable housing.
2. The work day will vary as required by duties.
3. Time off will be scheduled so as not to conflict with duties.

## **Ropes Course Supervisor**

*Responsible to:* Adventure Programs Coordinator

### *Qualifications*

1. Age: Must be at least 18 years of age.
2. Experience: Previous experience as a High and Low Ropes Course Facilitator. Has certification or documented training or experience by a recognized and reputable organization, e.g., High 5 Adventure or equivalent college program. Prefer at least 6 weeks experience in a management or supervisory capacity in similar types of programs.
3. Must have or obtain during orientation a current Responding to Emergencies and Professional CPR Certification.
4. Personal: Good physical and emotional health. Must be able to supervise in a fair and diplomatic manner.
5. Must be comfortable climbing and working at heights.

### *Responsibilities*

1. Work with Adventure Programs Coordinator to verify and document facilitators' skills before campers arrive.
2. Plan, organize, and direct all challenge course activities.
3. Supervise, support and evaluate the Ropes Course Facilitators.
4. Train and orient general camp staff to ropes course policies and procedures.
5. Maintain the High Ropes and Teams Courses to comply with all pertinent safety codes.
6. Submit all forms, regulations, evaluations, and inventories that are required.
7. Be completely familiar with emergency procedures and follow when necessary.
8. Participate in camp programs when not performing responsibilities at the Ropes Course.

### *Working Conditions*

1. Manage the daily schedule for the challenge course usage. Hours will vary. When not working at the challenge course, be involved in the program at the camp of residence.
2. Time off is self-scheduled but should be cleared with the Adventure Programs Coordinator.