

# EAGLES/EDGE

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## **Age Group Coordinator (AGC)**

Camp Chris / Exploration Camps / Sports Camps & Clinics

EAGLES/EDGE is the auxiliary program department of St. John's Prep in Danvers, MA. St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. We enroll 1,500 students from more than 60 communities.

### **Position Purpose:**

The Age Group Counselors are a key part of the program's leadership team. Each AGC supervises one aspect of camp, either an age group or an individual camp. AGCs have a full camp responsibility for everyday processes. This position reports directly to the Assistant Camp Director, but also works closely with the Camp Director.

### **Why Work at EAGLES/EDGE?**

- Become a kids hero.
- Spend the summer (mostly) outdoors having fun.
- Build valuable transferable skills.
- Develop a demonstrated history of supervision.
- Competitive, scaled, salary based on experience.

### **Essential In Season Job Functions:**

- Responsible for day to day supervision of 3-5 senior counselors, and 6-10 counselors, including goal setting, and mid summer and end of summer evaluations.
- Responsible for daily operations for one age group or area of camp - for example, schedule, supplies, camper management, parent communications, and behavior management.
- Serve as a member of the Camp Leadership Team, working with the Camp Director, the Assistant Camp Director, the Camp Coordinators, and others to manage every aspect of camp.
- Serve as the most visible face of camp with parents and visitors - assist with checking campers in and out, make follow up calls and cultivate relationships with camp families.
- Helps to plan and execute all-camp special events and field trips.
- Take the lead to make sure camp is set up and broken down correctly, both daily and for the summer.
- Other duties as assigned.

### **Essential Out of Season Job Functions:**

- Assist with planning and implement pre-camp and in-service training.
- Recruiting and interviewing camp staff.
- Other duties as assigned

### **Relationships:**

AGCs work closely with every group at camp - leadership, aquatics, physical plant, campers, parents, faculty and staff. Position reports to either the Lower or Upper Camp Coordinator depending upon the camper age group assigned.

### **Qualifications:**

At least 2 years working with children and prior experience supervising staff. Preference for candidates with a Bachelor's degree in a related field (education, management, psychology, or other) as well as extensive camp or large program experience. Age Group Coordinators must be able to work all nine weeks of the camp season, as well as all pre camp training sessions.

### **Physical Aspects of the Job:**

EAGLES/EDGE is a 170-acre camp, with 2 pools, seven fields, and countless hills. Some camps travel off campus, trekking or climbing. Candidates must be able to maintain an active walking presence on camp, move equipment up to 30lbs, and maintain energy during long days outdoors in a variety of climates.

The camp day is 8:45-4pm, but extended programs and staff meetings happen before or after camp.

### **Want to find out more?**

**Check out our [Join Our Staff](#) page. Interested candidates are asked to send a resume and cover letter to [lgrady@stjohnsprep.org](mailto:lgrady@stjohnsprep.org).**

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**St. John's Preparatory School, 72 Spring Street Danvers, Massachusetts 01923**