



## **Administrator for Camper Success (Seasonal Position)**

Are you invested in the developmental growth of students aged 4 to 14? As an Administrator for Camper Success, you will play a pivotal role in ensuring the smooth operation of our camp program by managing camper behavior and fostering a positive and safe environment. This position requires a combination of leadership, organization, and interpersonal skills to effectively address behavioral issues, implement disciplinary actions when necessary, and promote a culture of respect and inclusivity among campers. The Administrator for Camper Success will also help train counselors, and work 1-1 with campers.

### **About Summer at St. John's**

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

### **About St. John's Prep**

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 approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

### **Responsibilities:**

### **Out of Season**

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- Serve as part of the staff selection committee if desired- attend interview training, conduct interviews as part of a team, completing feedback forms afterwards, and attend all staff selection meetings.
- Collaborate with the Director and the Assistant Director to update camper conduct procedures and policies as needed.
- Collaborate with the Director and the Assistant Director to help craft insightful and helpful staff training sessions.
- Assist in drafting a documented process that outlines a camper conduct plan/framework that can be implemented by all counselors during the summer.
- If the opportunity allows, it is hoped that restraint training will be provided.
- Other duties as assigned.

### **In Season**

- **Behavior Management:** Monitor camper behavior throughout the various camp activities and intervene proactively to address any disruptive or inappropriate behavior
- **Conflict Resolution:** Mediate conflicts between campers, providing guidance and support to help them resolve disputes amicably and learn conflict resolution skills.
- **Enforce Camp Policies:** Enforce camp rules and policies consistently, ensuring that campers understand expectations and consequences for violating guidelines.
- **Communication:** Maintain open communication with campers, parents/guardians, and camp staff regarding behavioral concerns, disciplinary actions, and progress updates.
- **Documentation:** Keep detailed records of behavioral incidents, disciplinary actions taken, and any follow-up measures implemented, maintaining confidentiality and professionalism at all times.
- **Collaboration:** Collaborate with camp leadership and staff to develop strategies for promoting positive behavior, creating a supportive camp community, and addressing recurring issues effectively.
- **Training and Support:** Provide training and guidance to camp staff on behavioral management technique, conflict resolution strategies, and effective communication with campers.
- **Crisis Management:** Respond to emergency situations and critical incidents involving camper behavior promptly and effectively, following established protocols and ensuring the safety and well-being of all campers and staff.

### **Other Job Duties:**

Attendance at staff training and staff meetings is mandatory. The Administrator for Camper Success sits phone taps, and may have to stay outside of traditional office hours to connect with families. This position is part of the emergency response team for camp. Other duties as assigned.

### **Qualifications:**

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- Bachelor's degree in psychology, counseling, social work, education, or related fields are preferred.
- Previous experience working with children or adolescents in a camp, school, or youth program setting.
- Strong interpersonal and communication skills, with the ability to connect with campers of diverse backgrounds and effectively address behavioral issues.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively.
- Knowledge of behavioral management techniques, conflict resolution strategies, and child development principles.
- Proficiency in Google platforms and willingness to learn camp-specific software systems.
- Ability to work independently with minimal supervision and as part of a collaborative team.
- Passion for working with children and families in a camp or recreational setting.

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

Summer at St. John's is set on a 175-acre rolling campus with two pools and seven fields. Candidates must be able to follow the camper schedule on foot each day, be able to lift up to 30 pounds, participate in games and activities, and maintain a healthy presence during the long outdoor camp day.

### **How to Apply**

Interested candidates are asked to [apply online](#). To learn more, please [visit our website](#). Questions can be directed to Laurel Grady at [summer@stjohns.org](mailto:summer@stjohns.org).

St. John's Prep and Summer at St. John's are committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in their day-to-day responsibilities, as well as in their interactions with young people and colleagues alike.