

the *Fresh Air* fund
because a summer can last a lifetime™
VILLAGE LEADER / HEAD COUNSELOR

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

Position Description

Village Leaders/Head Counselors help in the overall management of camp by assisting in the day-to-day operations of camp, supervising staff, coordinating camp schedules, and assisting with administrative work. This position is 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. Each Village Leader/Head Counselor is responsible for a specific age group of campers. They work directly with and supervise the staff working in those age groups. Village Leaders provide guidance and support to campers and staff and organize activities.

Village Leaders/Head Counselors are responsible to the Assistant Director.

Responsibilities

1. Responsible for directly supervising a group of 12-15 staff members and a village of 36-48 campers.
2. Plan and supervise village activities and assist General Counselors in planning their program.
3. Guide and evaluate counselors and run staff meetings.
4. Assume responsibility for the safety and well-being of campers.
5. Maintain active communication with fellow administrators, counselors, campers and parents.
6. Demonstrate and role model positive camper behavior management techniques for their staff, and assist with camper-camper and camper-counselor behavioral issues/conflicts that may arise.
7. Work with Camper Liaison to provide counselors with behavior management skills and extra support for campers.
8. Explain and enforce the policies, traditions, and rules of camp.
9. Be an active member of the camp community by participating in camp programming including camp-wide events, overnights, hikes, swimming, activities, and village meetings. This includes but is not limited to: going on hikes in the woods on camp property and going in the water during swimming activities. At times, lifting heavy objects may be necessary.
10. Demonstrate a caring, supportive, and professional demeanor, including avoiding fraternizing with general staff while on/off duty.

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11. Be present at all village activities and assist the Camp Director with all camp activities.
12. Maintain open communication between counselors and the administration.
13. Address stressful situations appropriately in a fast-paced, interactive environment.
14. Prepare and submit reports, staff evaluations, and inventories as requested.
15. Understand that campers come first and decisions should be made in the best interest of the campers.
16. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
17. Invest time with campers and staff to meet their needs, challenge their capabilities, and serve as a role model during their time at camp.
18. Understand that the position involves living in cabins with little to no privacy and eating all meals with campers in a large, noisy dining room. Time off during each encampment will be arranged by a supervisor.
19. Assume responsibility for the use and care of camp equipment and facilities.
20. Be totally familiar with emergency procedures and follow them when necessary.
21. Additional responsibilities as needed and assigned.

Qualifications

1. Must be at least 18 years of age by the start of camp.
2. At least three years of college or equivalent is preferred. College graduates are strongly preferred.
3. Should have extensive experience as a general counselor or staff member in a residential camp setting. Some administrative and/or supervisory experience preferred.
4. Must be able to supervise in a fair and diplomatic manner.
5. Passionate about working with children.
6. Interested in working and living in the outdoors for the summer.
7. Emotionally mature with a willingness to work as a team player.
8. Flexible and willing to accept challenges and step outside comfort zone.
9. Able to maintain a positive attitude.
10. Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
11. Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
12. Comfortable with being exposed to wet, humid, and hot/very hot conditions.
13. Driver's license preferred.
14. Available for the entire duration of the summer program.

Employment Period: June 13, 2022 – August 3, 2022

Compensation: Salaries are \$2,700 – \$3,000 and are commensurate with experience

Benefits: None



Application Instructions

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.