Agency Description:

For 126 years, Cambridge Camping Association (CCA) has provided access and meaningful summer programming to under-resourced urban youth. CCA continues to provide referral and scholarship services for day and overnight camp through a program called CCAccess. In 1969, the agency opened its first camp, Cambridge Adventure Day Camp, a program that was multi-racial, multi-ethnic, and multicultural in its composition and outlook. In 1990, CCA launched Daybreak Day Camp to meet the needs of campers with social, emotional, and behavioral health needs related to trauma and disability. In 2018, Daybreak expanded services and operates a Saturday program through the school year. In 2019 Cambridge Camping expanded to also include STEAM related vacation camps taking place over the February and April school breaks. We celebrate our service to more than 25,000 children and we continue to offer extraordinary summer experiences to more than 500 campers annually.

Position Summary:

The Lower Camp Division Director at CADC will be responsible for the supervision of six counselors and 45 campers, ages 5-8. The Division Director will work closely with the administrative team to provide a safe, supportive, and fun environment for campers and staff.

Orientation (10%): TBD

- As part of the CADC admin team, help plan and lead orientation activities
- Assist in the set-up of lower camp space
- Lead team-building activities with division staff
- Become familiar with CADC policies and procedures
- Establish division-specific rules, schedules, and procedures
- Participate in all other trainings during orientation

CADC Session (90%): July 6th-August 7th (8:30 a.m. - 4:30 p.m.)

- Review and provide input in daily schedule along with other camp administrators
- Supervision with camp director and asst. director 1x/week
- Supervision with each group counseling team 1x/week
- Assist with breakfast, lunch, camper attendance
- Supervise camper groups, respond to challenges as needed
- Lead division-wide field trips
- Provide staff and CITs with ongoing support and feedback
- Assist with general management of camp facility
- Assist with logistical problem-solving (rainy days, transportation challenges, staff absences, etc.)
• Communicate with families if necessary
• Add creative twists to program and lead activities when necessary

**Required Skills and Experience:**

- Bachelor’s Degree required, in pursuit of Master’s level degree in education/human services preferred
- Experience working with elementary age children
- Experience supervising others preferred
- Demonstrated understanding of culturally competent social-emotional learning concepts
- Ability to participate in activities of camp (including swimming)

**Competencies:**

Enthusiastic team player, creative thinker, ability to demonstrate flexibility and initiative in a fast-paced environment, culturally-competent, compassionate, highly motivated and hard-working, mission-driven, demonstrated ability to connect with children of diverse backgrounds.

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