**Assistant Village Leader (Seasonal Summer 2024)**

**POSITION SUMMARY:**The Agassiz Village (AV) Assistant Village Leader (AVL) supports the Village Leader in overseeing all aspects of the cabin life within the ‘village’ and is accountable for the final outcomes of the ‘village’. The AVL along with the Village Leader is responsible for ensuring that campers and cabin counselors participate in the AV programs and activities in a safe and supportive environment. The AVL supports the Village Leader in directly supervising 10 counselors and 60 campers ages 8-14 to ensure program scheduling, conflict resolution, behavior management, motivation, health and well-being of campers and staff in the village. The VAVL also ensures that campers’ needs and issues are managed while also ensuring that staff engagement with campers is appropriate and consistent with AV mission and policies and procedures.

At the end of the Camp season, the Village Leader supervises the efficient storage of all cabin/village supplies and equipment. The Village Leader also provides the Camp Director with a formal report that includes evaluations of the Counselor staff and an operations review with recommendations for the next Camp season.

**Responsibilities and Key Functions:**

1. Provide leadership and day-to-day management of all cabins and activities of assigned village.
2. Ensure that campers and staff are awake on time, know and communicate proper attire for the day and activities.
3. Conduct or delegate responsibility for inspection of cabins and village areas.
4. Visit cabins and check in with counselors regularly during the day to ensure adequate supervision.
5. Together with village staff and campers, plan and execute evening programs when scheduled.
6. Co-ordinate pre-meal lines including making announcements, facilitation of camp songs, etc;
7. Take active and leading role in staff orientation in conjunction with Camp Director and Director of Staff Care.
8. Establish schedules for ‘on duty’ staff in village, communicate village ‘on duty’ staff schedule for each day at the beginning of each session and ensure that the counselors know their responsibilities.
9. Establish and communicate day off schedules for counselors within the village for each session.
10. Check with counselors at campers’ curfew and after campers are in bed.
11. Ensure that counselors have and complete their ‘camper logs’ daily.
12. Be responsible for the welfare of each individual in the village and do all that is possible to solve problems/conflicts.
13. Lead by example, encouraging participation and enthusiasm among staff and campers.
14. Provide ongoing guidance, feedback, and support to staff to ensure a positive camp experience for campers.
15. Foster a welcoming and inclusive atmosphere for all campers.
16. Interact with campers, address concerns, and ensure their needs are met.
17. Model effective communication skills and work ethic by being available to help campers and counselors during activities and give updates from administrative staff meetings, hear counselor’s concerns, brainstorm solutions to challenges with campers, peers, etc.
18. Ensure that all counselors (and their campers) in their village attend appropriate meetings and activities on time.
19. Model positive and appropriate behavior to staff and campers, including:
    * a friendly, upbeat, and encouraging attitude
    * a welcoming and inclusive manner towards others
    * sportsmanship during competition
    * helping campers negotiate peaceful and beneficial resolutions to conflict
20. Build strong positive relationships with your campers by participating in meals, evening programs, etc.
21. Take every opportunity to teach campers social an emotional skills such as relationship building, perseverance, self-reflection, goal setting and more as you encourage each camper to recognize what they are capable of through mentorship and daily conversations with youth.
22. Regularly observe staff members at camp to ensure they’re engaged with campers at all times – provide counselors with coaching, encouragement and necessary correction.
23. Implement AV policies and procedures with staff and campers.
24. Oversee safety procedures as they pertain to the effective supervision of all campers and staff.
25. Provide immediate disciplinary actions to staff (in private), for actions that put health and safety of a camper at risk.
26. Be alert for faulty equipment within the village and eliminate hazards that might cause accidents; report all maintenance needs to the front desk.
27. Rotate with other Leadership Team, monitoring camp after lights out as “on duty” staff, assisting with emergencies and enforcing curfew and other camp policies.
28. Work with the Camp Director and Director of Staff Care to implement AV’s performance management policy with staff including completing formal written evaluations of direct supervisees complimenting them for their jobs well done and providing feedback in areas where improvement is needed.
29. Supervise end of season cabin/village clean up, pack-down, and inventories.
30. Contribute to positive team environment by paying close attention to staff concerns, morale and performance issues and communicating them in a timely manner to the Director of Staff Care.
31. As a member of the Leadership Team, be responsible for participating in and supervising all-camp activities.
32. Provide Camp Director with a formal report at the end of Camp season that includes evaluations of Counselor staff and an operations review with recommendations for the next Camp season.
33. Act as a responsible member of the camp community both in and outside of the camp environment during periods of employment.
34. Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
35. Compete incident reports when necessary and make recommendations for dismissal of staff and/or campers.
36. Help to ensure that the camp facility is well-cared for and kept clean.
37. Perform all other duties as assigned.

**Who We’re Looking For:**

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

* Committed to consistent learning and growth.
* Team players, willing to help in all areas
* Organized
* Strong communicators
* Competent and creative problem solvers.
* Passionate
* Energetic and silly
* Kind and compassionate
* Flexible and able to adapt quickly
* Able to stay calm in high-pressure situations.
* Able to work LONG and challenging days

**Contract Dates:** June 14, 2023 – August 9, 2023. This position is required to live on site at 71 Agassiz Village Ln. Poland, ME 04274

**Salary:** $2,400 for the full length of the contract. Included with your salary:

* Accommodation is provided for the full contract. You will be living with the assistant village leader and the social and emotional intern.
* Food is provided for the full contract.

**Designated Supervisor:** Village Leader

**About Agassiz Village:**

Agassiz Village is a nonprofit youth development organization whose mission is to “prepare youth for life’s journey.” Through our exceptional summer camp experience and year-long programming, youth develop and practice critical leadership and life-shaping skills that positively impact their futures. For 86 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine to experience unique learning opportunities, be challenged to discover interests, uncover new skills, make lifetime friendships, and connect with inspiring mentors. In addition, teens in our year-round program are supported to graduate high-school and prepare to be career/college ready.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of the doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Agassiz Village, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don’t go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.