



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Division Head
REPORTS TO: Camp Director
QUALIFICATIONS:

1. Prior camp experience
2. Teacher certification
3. Excellent communication skills
4. Teacher certification
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

Each Division Head will be responsible for the running of one division, or age group, of camp. The Division Head is responsible for overseeing and evaluating Group Counselors and Assistant Counselors. Division Head maintains communication with all families.

ESSENTIAL JOB FUNCTIONS:

1. Assist in hiring of staff
2. Supervise daily division operations of camp and attend all division trips
3. Evaluate division group and assistant counselors
4. Assist Camp Director in record keeping and inventories
5. Implement camp discipline policy

WORK YEAR: Full year stipend
DATE APPROVED:
APPROVED BY: Board of Education