



## **Camp Supervisor Job Description**

### **Description**

This role is a seasonal position. The Supervisor is to be the overseer of camp counselors and program structure. This means they are more interactive with the staff and alleviating the pressure of the schedule from the counselors. The Supervisor will assist the Recreation Coordinator with weekly planning, inventory, and staff scheduling. They observe and make sure counselors are being helped when needed. They are equipped with activity ideas and can adapt the group to specific plans. Weekly meetings with Parks Recreation Coordinator regarding program efficiency and camper updates. Will be CPR/Lifeguard certified.

### **Duties**

- Assists Recreation Coordinator in planning of camp program and schedule.
- Responsible for making split-second decisions to implement the emergency action plan, as it relates to emergencies at park and recreation facilities and parks.
- Enforces rules and safety standards; monitors program activities and assists counselors in leading recreation activities.
- Oversee Camp Crew Member program.
- Prepare, lead, and evaluate programs which may include theme/special camp activities.
- Maintain and inventory all equipment necessary for the program area.
- Ensure that the site is kept clean and organized.
- Provide support to Counselors/Head Counselors.
- Communicate with parents about participant's experiences and report concerns to Recreation Coordinator
- Assist in maintaining records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and whereabouts at all times.
- Prepare for and actively participate in staff training and meetings.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.

### **Requirements**

- Minimum age of 18 years old
- Upon hire, completion of First Aid, CPR, and Lifeguard. CPR & First Aid provided by Meadows Place. Applicant is responsible for payment for Lifeguard training. Ability to lead, plan, organize, and implement program activities.

- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.
- Ability to manage the logistics of multiple duties with professionalism and strong communication skills.
- Strong attention to detail and overall care of staff and campers.
- Highly dependable and timely communication.
- Ability to work a minimum of 20 hours per week.

### **Physical Demands**

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, swimming, team building initiatives, physical games, and activities.

**ACCEPTING APPLICATIONS UNTIL POSITION IS FILLED**