



Summer Camp Site Supervisor

Position Purpose:

Plan, implement, and coordinate Norwood Recreation Summer Program. Responsible for day-to-day operations, administrative duties, and counselor supervision. This position is directly responsible for supervision and safety of camp participants.

Supervision:

Supervised by Playcamp Director and Recreation Department Program Director

Job Environment:

This will be a position that will primarily work outside and a majority of the day will be monitoring and interacting with participants.

Essential Functions:

- Maintain safety and well-being of counselors and camp participants through the use of all camp policies as described in the staff manual
- Model appropriate behavior to camp participants, camp parents, counselors, and supervisors as described in the staff manual
- Model Recreation Service's Workplace Expectations of having positive energy, trusting co-workers, being solution oriented, and having accountability
- Plan, implement, and coordinate the camp program by responsibly managing day-to-day operations, administrative duties, and supervising counselors
- Maintains counselor and camper discipline as necessary, in an appropriate manner, to achieve camp objectives with direction of Recreation Program Supervisor
- Assists in developing individual counselors' and campers' independence, self-esteem, and peer relationships in the summer camp environment
- Demonstrates enthusiasm for all camp programs, and participates in as many camp programs as possible. Regular, predictable, and punctual attendance is required
- Manages all-camp activities including playground, field, pool, and other special assigned duties to ensure appropriate counselor coverage, assists counselors with and participates in Friday afternoon theme programming
- Evaluates camp program and counselors and provides input to support staff and supervisors.

Job Functions:

- Arrive 15 minutes before scheduled shift.
- Thorough knowledge and application of summer camp policies and procedures
- Attend in-service and orientations
- Be able to swim with campers during designated swim times
- Maintain playground area
- Abides by mandatory reporting policies as described in the staff manual.
- Demonstrate leadership among staff and campers
- Communicate regularly with the patrons, participants and their parents, as appropriate, to ensure they are aware of any issues.
- Complete records and reports when needed
- Responsible for managing designated group during pool/swim time
- Has access to confidential information regarding health records of participants.

Minimum Entrance Requirements:

- Must be at least 21 years of age.
- Willing to work under direct supervision.
- Ability to work independently and as a team.
- CPR/FIRST Aid Certified (Can be certified during training)
- Demonstrates a desire to work with children and help and assist children throughout the day of camp.

Physical Requirements:

Position requires ability to work outside for a majority of the day. Correctable vision and hearing required. Ability to lift objects that range from 15-20 lbs. Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, swimming, team building initiatives, physical games, and activities. (This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)