



“Our mission is to enhance, promote and support quality recreation facilities and opportunities for all residents of the community.”

GENERAL JOB DESCRIPTION - SUMMER CAMP SUPERVISOR

Must be age 21 or older with current certification in American Red Cross Standard First Aid and CPR.

Must be or be able to become certified to dispense medication including Epi-pen certification

Responsible for first aid care including dispensing of medications.

Must have a minimum of 2 years work experience with school age children or the equivalent education.

Must have a driver's license.

Works under the direction of the Recreation Director.

Responsible for driving camp vehicle to and from camp.

Responsible for daily operation of camp from arrival to dismissal including but not limited to discipline for campers and staff, ensures that the camp daily activities as well as the themed activities are followed through with by the specialists, communications with parents, handles transportation issues, staff evaluations,

Group Leaders, Specialists, CITs and Volunteers report to supervisor. Supervisors offer support to all staff and serve as a resource to them.

Handle staff disciplinary issues with guidance from the Director.

It is also the supervisor's duty to enforce camp staff and camper policies.

Reviews and approves weekly lesson plans submitted by the specialists.

Inventories camp supplies regularly and informs recreation office of any items that are needed including medical, arts and crafts, sports, and general supplies.

Makes hourly routine visits to activity areas to observe.

Handles discipline /accident reports according to camp policy to be reviewed by the Director.

Other duties as needed.

JOB RESPONSIBILITIES: SPECIALIST

Our specialists “teach” the activities at camp. The specialist areas are: Games, Sports, Art & Crafts, Nature & Science. A specialist at camp must possess the ability to plan lessons (activities) for the different age groups. They must also be prepared for rainy days by having alternative plans when necessary. Specialists must be motivated, enthusiastic, and energetic, possess the ability to work independently and be able follow through with the activities planned. Must be 16 years of age or older by the start of camp.

The following is a list of your more specific responsibilities for the eight-week summer program:

I Child Safety

- A. Games and Equipment are used properly.
- B. Eyes are on the children at all times.
- C. Children are not allowed to wander alone.
- D. Children are escorted to bathrooms, in the park/building and to all specials.
- E. Helps to supervise bus lines in the a.m. and p.m.
- F. Supervise a group during lunch.
- G. Handles Discipline in a consistent manner.

II Programming

- A. Plan eight weeks of daily creative activities in advance of the start of camp and turn in lesson plans along with a supplies list. Tie activities to the weekly themes they will be developed by the specialists and coordinates with other specialist as to avoid duplication of activities.
- B. Make sure all equipment and supplies necessary for activities is available and put all equipment/supplies away in their proper place on the truck at the end of then day.
- C. Come prepared for work. Have multiple activities planned.
- D. Be flexible
- E. Ability to use resources; be a resource to Group Leaders
- F. Participate in weekly and daily themed activities. (i.e. crazy hair day)

III Miscellaneous

- A. Staff are well informed of activities
- B. Staff set a good example of behavior
- C. Enforce camp rules
- D. Treat Children and other staff with respect
- E. Do not carry children
- F. Use only appropriate language
- G. Treat the park/school building with respect
- H. Have Fun! Be Safe!

IV Extra Assignments

- A. Bus Lines
- B. Extended Care
- C. Parent Drop-ff/Pick-up
- D. Lunch Duty
- E. Homeroom Duty
- F. Organize the supply truck
- G. Field trips - Specialists will be assigned to a group for field trips
 - a) Have a head count before leaving camp and before leaving special site
 - b) Use the buddy system
 - c) Keep children in groups
 - d) Have respect for the facility you are visiting
 - e) At swimming facilities, staff must be assisting lifeguards by constantly surveying the water and beach. Use the buddy system.
 - f) Staff must keep children under control and safe at all times

JOB RESPONSIBILITIES: SUMMER CAMP GROUP LEADER

This description is meant to be a summary of job duties of a group leader. All staff, at the time of hire, must sign a work agreement that includes a code of conduct. Must be 16 years of age or older by the start of camp.

The following is a list of your responsibilities for the eight-week summer program:

I. Child Safety

- A. Games and Equipment are used properly.
- B. Eyes are on the children at all times.
- C. Children are not allowed to wander alone.
- D. Children are escorted to bathrooms, in the park/building and to all specials.
- E. Make sure children are placed on the proper bus, pickups/drop-offs are supervised, and children who are being picked up by parents are taken to base camp on time.
- F. Carefully watch to see all your children are not only in bus line but get on the bus.
- G. Helps to supervise bus lines in the a.m. and p.m.
- H. Handles Discipline in a consistent manner.
- I. Read all parents notes and have children at a proper place for the correct time
- J. Take attendance in A.M., NOON, and P.M.

II. Programming

- A. Participate in activities with the campers and assist specialist in organizing the campers.
- B. Must be prepared to run activities during free time and life time sports.
- C. Come prepared for work
- D. Be flexible
- E. Ability to use resources
- F. Participate in weekly and daily themed activities (i.e crazy hair day)
- G. Field trips
 - g) Have a head count before leaving camp and before leaving special site
 - h) Use the buddy system
 - i) Keep children in groups
 - j) Have respect for the facility you are visiting
 - k) At swimming facilities staff must be assisting lifeguards by constantly surveying the water and beach. Use the buddy system.
 - l) Staff must keep children under control and safe at all times

K. Miscellaneous

- I. Staff are well informed of activities and are supportive of the specialist staff.
 - A. Staff set a good example of behavior
 - B. Enforce camp rules
 - C. Treat everyone with respect
 - D. Do not carry children
 - E. Use only appropriate language
 - F. Treat the park/school building with respect
 - G. Have Fun! Be Safe!

L. Extra Assignments

- B. Bus Lines
- C. Extended Care
- D. Walkers

JOB RESPONSIBILITIES: SUMMER CAMP LIFEGUARD

Applicants must possess a life guard certificate as well as certification for CPR and First Aid. The following is a list of responsibilities for the eight-week summer camp program:

A. Child Safety

- A. Constant surveying of the water and beachfront.
- B. Stop any horseplay in the water
- C. Ensure all campers have wrist buddies in appropriate color - reviews buddy system with staff and campers
- D. Test all new campers swimming ability
- E. Review of the waterfront rules with all new groups
- F. Children are not allowed to wander alone
- G. Children are escorted to bathrooms, in the building and to all specials
- H. Handles Discipline in a consistent manner
- I. Must possessive current lifeguard, first aid, and CPR certification

B. Activities

- A. Come prepared for work
- B. Be flexible
- C. Ability to use resources
- D. Be prepared to run water front special activities from time to time

C. Miscellaneous

- A. Staff are well informed of activities
- B. Staff set a good example of behavior
- C. Enforce camp rules
- D. Treat children and other staff with respect
- E. Do not carry children
- F. Use appropriate language at all times
- G. Treat the facility and equipment with respect

D. Extra Assignments

- A. Bus lines
- B. Extended Care
- C. Walkers
- D. Lunch duty
- E. Homeroom duty
- F. Be prepared to fill in for a counselor if we are short handed.
- G. Field Trips- Specialists will be assigned to a group for field trips
 - m) Have a head count before leaving camp and before leaving special site
 - n) Use the buddy system
 - o) Keep children in groups
 - p) Have respect for the facility you are visiting
 - q) At swimming facilities, staff must be assisting lifeguards by constantly surveying the water and beach. Use the buddy system.
 - r) Staff must keep children under control and safe at all times