

Summer Camp Supervisor

Rate: Starting at \$12.50/hour

Job Description: The Camp Supervisor oversees daily operations of their assigned camp: Teen Adventure Travel Camp, Explorers Day Camp or Tiny Tots Pre-School Camp. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

General Duties:

- Daily supervision and evaluation of camp counselors, C.I.T's and campers
- Directs daily activity schedule at assigned camp
- Supervise camp on field trips
- Communicates camp needs, payment options for field trips and supply requests to the Recreation Coordinator.
- Assist with planning and implementing staff orientation and lead staff meetings
- Maintain superior communication with staff and parents
- Develops a weekly schedule plan at assigned camp and sends the schedule to Camp Counselors, C.I.T.'s and Recreation Coordinator
- Ensure the safety and well-being of campers by providing high quality risk management at all times.
- Assist with preparation of weekly seasonal payroll and reports as requested
- Other duties as assigned

Qualifications:

- American Red Cross CPR/First Aid Certification (class available upon hire)
- Experience working with children and supervising staff preferred

Reports to: Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation