

Camp Supervisor

Rate: Starting at \$12.50/hour

Job Description: The Camp Supervisor oversees daily operations of their assigned camp: Explorers Day Camp, Pre-School Camp, or Teen Adventure 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, 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
- 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
- Experience working with children and supervising staff preferred

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