

## **Teen Adventure Camp Supervisor**

Rate: Starting at \$12.50/hour

**Job Description:** The Teen Adventure Camp Supervisor oversees daily operations of their assigned camp. Coordinates with the Avon Parks and Recreation's Teen Adventure Camp staff daily. Maintains safety standards and practices. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **General Duties:**

- Daily supervision and evaluation of camp counselors and campers
- Coordinates with Avon Parks and Recreation Camp Supervisor and Counselor for field trip and bus schedule
- Develops a 6-week field trip schedule plan with Avon Parks and Recreation Supervisor prior to start of camp
- 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 parents, Canton and Avon staff
- 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:**

- Graduation from high school or an equivalent education certificate- some college education preferred
- American Red Cross CPR/First Aid Certification (class available upon hire)
- Experience working with teenagers and supervising staff preferred
- Must be available to work all 6 weeks of Teen Adventure Camp

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