

SUMMER CAMP SUPERVISOR
Pulaski County

Department: Parks and Recreation

Supervision Exercised: Supervision of camp counselors and ancillary staff

Supervision Received: Work is performed under the supervision of the Program and Activities Manager.

Classification (FLSA): Non-Exempt, Part-Time Seasonal – Up to Forty (40) hours/week during the summer season of May through early August.

TESTING/SCREENING AND CERTIFICATIONS REQUIRED: Drug & Alcohol Testing, Background Screening & Driving record Required as well as First Aid, Lifeguard and CPR certifications.

AGE REQUIREMENTS: At least 21 years of age preferred

ESSENTIAL FUNCTIONS: This employee is responsible for the day-to-day operations, supervision and safety and compliance of park rules and regulations by parents, campers, and staff as well as maintaining and implementing programming for the camp. Physical presence on the job is required due to functions and responsibilities that must be performed on site.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Daily operational oversight of summer camp staff and campers
- Oversight of camp programming
- Advising Manager of operations including recommendations for future operations
- Work with campers and staff to provide a fun, safe, and exciting camp experience
- Observes the operation of camp, monitors the performance of staff and child care safety guidelines and ensures observance of all safety regulations
- Implements training programs and handbooks alongside Program and Activities Manager
- Plan daily, weekly, and monthly camp schedule and activities
- Schedule off site field trips and transportation for campers
- Responds to citizen complaints or inquiries regarding camp operation or programs
- Assists in the hiring, training and evaluation of camp program personnel
- Greets families and campers upon arrival and orientate them to camp
- Reviews and prepares records and reports on camp operation and program activities

SUMMER CAMP SUPERVISOR

- Must be available and willing to work evenings and holidays throughout the summer

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Ability to lead a team
- Ability to help children and staff grow in character, experiences and insights
- Ability to guard the health and well-being of campers and staff at all times
- Ability to make decisions and adjust plans in real-time
- Effective communication skills and public speaking ability
- Ability to be professional, alert, courteous, and tactful with others
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Enthusiastic, responsible, dependable, consistent, level-headed, flexible, and calm in all situations

ADA REQUIREMENTS: Position requires frequently lowering position of self to the floor using a variety of methods and maintaining that position to achieve work objectives; ability to frequently traverse surroundings; ability to extend position of self to gain access to objects, such as those on a shelf or small distance from self, ability to frequently remain stationary in an upright position; moving items weighing up to 50 pounds. This position also requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

EDUCATION AND EXPERIENCE:

- Teacher licensure and/or certificate, preferred
- Bachelor or Associates Degree preferred, or actively enrolled in higher education
- Must be or become certified in First Aid and CPR upon hire (training provided by the employer)
- Lifeguard certification required upon hire (training provided by the employer)
- Experience working with children in a leadership position

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____

(Please print)

Employee Signature

Date