

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Camp Program Supervisor
Reports to: Recreation Program Coordinator or Recreation Program Manager
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

Under general supervision, the Camp Program Supervisor plans, organizes and carries out a well-rounded summer day camp program for the people of the Bainbridge Island Metropolitan Park and Recreation District. May specialize in providing overall supervision and operations for a specific program (example – mountain biking).

ESSENTIAL JOB FUNCTIONS

1. Assigns, trains, schedules and supervises the work of camp counselors, recreation leaders, and volunteers.
2. Plans weekly curriculum and daily activities, teaching participants skill sets, overseeing activities, communicating with parents, facilitating group discussions, proactive risk management, and overseeing medical concerns.
3. Drives Park District vehicles as needed, taking participants to various locations.
4. Takes the lead or assists manager in program development, coordination and planning.
5. Responsible for health and safety of staff and participants during camp.
6. Maintains records and prepares reports and paperwork in a timely manner.
7. May teach, coach, officiate, drive for and lead programs.
8. Inspects program equipment and facilities for safety hazards and recommends corrective action.
9. Performs other related work as required.
10. With program manager's supervision, may manage camp budget and order supplies and equipment.
11. Serves as an ambassador between the Park District and participants, including wearing staff shirt, greeting individuals, and maintaining current displays and signs.
12. Mediates conflict and behavior issues in a calm, firm and respectful manner.
13. Serves as a model for staff and participants.
14. Provides a positive atmosphere and instigates fun for campers.
15. Specific programs may have additional expectations
16. Perform other duties and responsibilities as assigned.
17. Attend training and staff meetings as assigned by Recreation Program Coordinator or Recreation Program Manager.
18. Prepare for and clean up after each camp day.
19. Perform other duties and responsibilities as assigned by Recreation Program Coordinator or Recreation Program Manager.

QUALIFICATIONS

- Must be age 18 or older and hold a valid driver's license with a good driving record.
- Must have experience with children youth or teens in a recreational or education setting.

- Education and experience equivalent to High School Graduation and a minimum of one year of experience as a recreation leader or the equivalent.
- Current CPR, AED and First Aid certification required or must obtain within 30 days of hire.
- Food handlers permit recommended.
- Must pass criminal background check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Must have experience as a leader or supervisor of others.
- Ability to organize, create and lead a variety of recreational activities
- Must enjoy outdoor activities and have the ability to work outside.
- Ability to organize group social, recreational and athletic activities.
- Knowledge of basic rules and techniques for a variety of social and cultural activities appropriate for assigned camps such as sports, games, arts, crafts, music, drama, wilderness skills, biking and more.
- Knowledge of leadership techniques for effectively working with staff, campers and parents.
- Comfortable with public relations and promotion of the assigned program.
- Experience, expertise and interest in the camp area of focus preferred.
- Sound decision maker in regard to managing risk in the field, including seeking shelter and safety during extreme and unpredictable weather.
- Ability to focus on a single task, transition quickly and multitask as needed.
- Good to excellent physical fitness and energy level

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific Day Camp, work is performed both indoors and outdoors using Park District, public or private facilities. Though most camps operate during the day, a few camps meet in the evenings and/or overnight.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Camp Program Supervisor must be in good physical condition to work with children and adults up to 8 hours a day, 5 days a week.
- Must be able to perform physical requirements of camps at the most rigorous level.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds
- Hours will vary depending on the camp schedule and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature