



Camp Supervisor

Rate: Starting at \$17.00/hr

Job Description: The Camp Supervisor oversees daily operations of their assigned 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, 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 required

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