

Town of Thompson
Job Description
Camp Supervisor

Department: Recreation

Reports to: Recreation Director

Position Summary:

The Camp Supervisor is responsible for the overall development and implementation of the summer camp program including administrative, managerial, and programmatic aspects ensuring a safe camp environment. The Camp Supervisor supervises up to 15 staff and 60 campers.

Description of Responsibilities:

- Establish and maintain basic physical, social and emotional comfort level of all campers in accordance with state standards and regulations
- Develop and implement program curriculum with a variety of age appropriate activities
- Use positive and proactive techniques for behavior management, create behavior plans as needed
- Supervise, coach, and evaluate camp staff
- Communicate all participant concerns to Recreation Director
- Generate supply inventory list and requests items as needed
- Responsible for confirming attendance and authorized pick ups
- Maintain respectful communication with campers, staff, parents, and Recreation Director
- Assist with record maintenance; health forms, attendance, discipline
- Support staff with set up and cleanup of program, ensuring cleanliness

Qualifications:

- Meet minimum age required by State of CT for Camp Supervisors (21+)
- Associates Degree or High School Diploma with relevant experience
- At least five years of similar program experience with children
- Current driver's license and reliable transportation
- Good writing and communication skills
- Experience supervising staff
- Positive attitude and strong work ethic
- Ability to be flexible with schedules and plans
- Possess or able to gain certification in CPR, First Aid, Medication Administration

Knowledge, Skills, Other Requirements

- Creative program and curriculum development knowledge
- Interest to actively participate with children in art, sports, science, ect

License and/or Certification Requirement

- Driver's license
- Medication Administration
- CPR and First Aid

Physical requirements

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand or sit and talk or hear. The employee is required to walk; transport themselves to other town locations, use hands to find or operate objects, tools or controls; and reach with hands and arms. The Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I, (print name) _____, have received a copy of the current job description for the position of Camp Supervisor for the Town of Thompson.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____