

REC CAMP SUPERVISOR

Number of Positions: 2-3

Salary: \$17.50-\$17.75/hour (depending on qualifications)
35-40 hours/week (Mon-Fri), 10 weeks

Dates: June 3 - August 7
Paid Mandatory Training May 13, 19, 20



GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Under the supervision of the Athletics Coordinator, the REC Camp Supervisor will develop the camp program. The Camp Supervisor is responsible for carrying out camp goals, supervising leaders, administering the budget, leading and organizing meetings with camp leaders, and communicating with parents.

QUALIFICATIONS:

The REC Camp Supervisor must have an interest, enthusiasm, and experience in planning and conducting programs for children. The REC Camp Supervisor must have supervisory ability and the ability to organize a wide variety of activities. Communication skills, problem solving skills, and the ability to enunciate sound policies and clear directions are necessary. Must be CPR and First Aid certified or be willing to receive certification upon hire. Extensive experience in at least 3 sports.

DUTIES AND RESPONSIBILITIES:

1. Assist Athletics with development of goals and objectives for the camp.
2. Effectively present these goals to the staff along with suggestions for their implementation.
3. Plan overall format and structure of the activity-based camp program.
4. Formulate the camp rules and make them clear to staff.
5. Coordinate in-service training and one weekly staff meeting.
6. Carry out evaluations of camp programs and staff.
7. Develop communication with parents of campers.
8. Be responsible for keeping track of camp budget and staff time sheets.
9. Supervise the activities of day camp staff, delegating authority where appropriate.
10. Lead program activities as needed, particularly all-camp activities.
11. Provide an overall report of the day camp program, including evaluation of the program organization, and possible improvements for the future.
13. Other duties as assigned.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Must have the ability to work outdoors under various weather and environmental conditions, have the physical ability to lead and actively participate in camp activities which include, but are not limited to, hiking, swimming, physical games, and educational activities. Must be able to physically respond quickly in an emergency, be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. May be required to lift and carry up to 30 pounds in various forms, as well as, sit, stand, or maintain physical activity for extended periods of time.

Date Written: 2012

Date Revised: January 2014, January 2015, January 2016, February 2023, December 2023, December 2024, December 2025