

VETERANS PARK DISTRICT - JOB Posting Camp Supervisor – Seasonal Part Time

GENERAL PURPOSE

Supervise day camp counselors and children at all times to ensure a safe environment and plan age appropriate activities for day camp children. Direct supervision received from Day Camp Director and Assistant Day Camp Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans age appropriate activities for day campers. Supervises children and staff at all times. Builds a positive relationship with children and parents. Responsible for leading weekly activity meetings with lead counselors. Types up weekly calendars and presents them to Day Camp Director for approval of distribution to parents on Fridays. Makes list of materials needed for crafts and gives it to Assistant Day Camp Director weekly. Communicates effectively with Assistant Manager, Counselors, and Parents. Completes injury reports with counselors. Responsible for Summer Food Service Program Delivery and Paperwork. Communicates accident reports and behavioral incidents with parents after notifying Day Camp Director. Ensures behavior policy is being followed by all staff members. Maintains a clean and welcoming environment at all times whether outside or inside.

Maintains a safe environment including acknowledging how many children are present at all times, being aware of any allergies, closely supervising and greeting parents during sign in/out, and keeping hazardous chemicals from reach of children. Keeps track of important information for each child including, but not limited to: sign out for safety names, allergies, emergency contact information, and etc.

DESIRED MINIMUM QUALIFICATIONS

- A. Bachelor's Degree in Education
- B. Ability to communicate effectively orally and written
- C. Must be organized and be able to write age appropriate activities for day camp children
- D. Display excellent skills working with co-workers
- E. Ability to supervise staff effectively
- F. Must display excellent behavior management skills
- G. Display professionalism at all times
- H. Must be **21 or Over**

SPECIAL REQUIREMENTS

Child and Adult CPR & First Aid Certification

**Come in to any of our facilities to fill out an application and apply
for 2018 Summer Day Camp and Sports Camp Staff**