

Assistant Summer Camp Supervisor Job Description
Part-Time Seasonal

This position is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. He/she is responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. Responsibilities also include the planning, preparation and organization of daily activities and site as well as all administrative duties of camp.

Duties and Responsibilities

- Knowledge of camp policies, rules, guidelines as well as general practices and procedures followed in the Parks, Recreation, and Senior Services Department.
- Supervises and makes recommendations to the Camp Supervisor regarding camp staff advancement or disciplinary action.
- Works closely, cooperatively and amicably with all staff members.
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Handles emergency situations in conjunction with the Camp Supervisor and ensures that they are reported to the Full Time Staff of the Parks, Recreation, and Senior Services Department.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to the Camp Director when necessary.
- Assigns games and activities to camp staff.
- Filling out all injury and accident reports for every incident in a timely manner.
- Taking care of all injuries including first aid.
- Distribute medication to participant and complete medication log accordingly.
- Pool/Sunscreen checks completed and logged.

Qualifications

- Must be at least 21 years of age
- High School Diploma
- Strong communication, organization, and leadership skills
- Prior experience in a Summer Day Camp setting
- A minimum of 60 credit hours from an accredited college
- Dependable Transportation
- Ability to work between 7AM-6PM Monday-Friday, during camp season
- Ability to obtain CPR/First Aid Certification prior to camp start date

Starting Wage: \$15 per hour

Application Deadline: Open Until Filled

Applications and resumes are accepted online only at: chesterfieldtwp.org. Proceed to the "Services" tab and click "Career Opportunities". <https://chesterfieldtwp.applicantpro.com/jobs/>