

Summer Camp Supervisor Job Description
Part-Time Seasonal

This position is responsible for coordinating, and overseeing the overall camp program and approves all daily camp activities. He/she is responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The Camp Director is responsible for the safety, protection, and supervision of the camp environments, staff, and participants.

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.
- Oversees the development of the program, plans and implements all camp activities including weekly trips and special activities and/or assignments with approval from the Director of Leisure Services.
- Controls camp expenditures under an operating budget as assigned.
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.)
- Administers and/or schedules trainings as well as regular group meetings with staff.
- Produces forms, letters and pertinent documents needed for the implementation of the camp.
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Establishes a procedure for handling all difficulties related to health, behavior, and other camper challenges.
- Plans the weekly schedule of camp activities with staff.
- Collects time cards from staff and review to ensure they are completed correctly.
- Ensures camp maintains proper staffing ratio, field trip ratio, and safety plans for all camp days.
- Plans and follows camp licensing standards as set by State of Michigan's LARA including all public health orders and mandates as outline by the Michigan Department of Health and Human Services.

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 for a minimum of two years
- 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

Wage: \$18 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/>