



Department of Youth, Sport & Recreation

Assistant Supervisor

Responsible to: Supervisor

Supervises: Counselors, Para-educators and Specialist

Requirements:

1. Qualification or studying in a human related field with an emphasis on management and administration.
2. Knowledge of, and skills in, recreation programming, activity planning and leadership.
3. A minimum of five years' experience in a counselor position.
4. CPR and First Aid Certification
5. Security Vetting

Position Summary: Responsible for planning, organizing, teaching and supervising a particular program or activity, and for overseeing a small group of Counsellors, Jr. Counsellors and volunteers. Deputizes for the supervisor as required.

Duties and Responsibilities:

1. Plans and organizes a detailed program outline for each day's activities, and reviews the weekly plan with the Supervisor no later than the Wednesday proceeding the week to which the plan applies.
2. Enforces camp staff and camper policies.
3. Ensures the smooth running of the Summer Day Camp Program. I.e. monitoring new employees, organizing and coordinates the daily sign in /out of campers, etc.
4. Monitors in conjunction with the SDC Clerk, SDC payments of clients and submits all data pertaining to such on a daily basis. Communicates to the Supervisor the clients who have not paid for services.
5. Assist Supervisors with leading and conducting the safety protocols in all program areas, i.e. (fire drills, lock downs, etc.)
6. Assists counselors with weekly timetables and activities planning.
7. Leads, teaches and supervises designated activities and leisure activity skills.
8. Supervises and instructs Counselors with emphasis on assisting first - time employees.



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9. Prepares requests for supplies as needed and submits to the Summer Day Camp Supervisor.
10. Attends monthly Summer Day Camp Administrative meetings in the absence of the Supervisor.
11. Attends training seminars as required.
12. Provides Summer Day Camp Supervisor with feedback on the progress of the program along with recommendations for the future.
13. Demonstrates the proper utilization of recreation equipment, and ensures that all equipment and supplies are properly maintained, and are safe for use.
14. Observes and documents relevant information that would support and enhance the daily operation of the camp.
15. Assumes other responsibilities assigned by the Summer Day Camp Supervisor.