



GOVERNMENT OF BERMUDA

Department of Sport & Recreation

Assistant Supervisor

Responsible to: Senior Coordinator, Senior Supervisors and Supervisor

Supervises: Specialists, Counselors and Custodian

Position Summary:

The Assistant Camp Supervisor plays a pivotal role in supporting the smooth and enjoyable operation of a summer camp program. Responsible for assisting in the supervision of daily activities, the assistant supervisor collaborates with camp counselors and specialists to develop engaging plans tailored to enhance children's participation. Their responsibilities also encompass supporting staff management, assisting with administrative tasks, and ensuring adherence to safety protocols, contributing to the overall success of the camp program.

Requirements:

- The Assistant Camp Supervisor should exhibit strong leadership qualities to provide effective support in overseeing and guiding camp counselors and specialists, contributing to a positive and engaging environment for campers.
- Successful performance as an Assistant Camp Supervisor requires excellent organizational skills to assist in coordinating daily activities, supporting staff management, and efficiently handling administrative tasks.
- Effective communication and collaboration with camp counselors, specialists, and other team members are crucial for the Assistant Camp Supervisor to contribute to a cohesive and cooperative camp environment.
- Previous experience in a camp or recreational setting, coupled with a solid understanding of safety protocols and child engagement techniques, is a valuable asset for individuals in the role of Assistant Camp Supervisor.

Duties and Responsibilities:

Planning and Implementation

1. Assist in the hiring process, including participating in interviews, assessing candidates, and collaborating with the Supervisor and Coordinators for staff selection.
2. Support the planning, implementation, and supervision of a diverse range of summer camp activities.
3. Participate in relevant workshops to enhance skills and stay updated on industry best practices.
4. Contribute to camp readiness by assisting in the preparation of camp calendars and welcome packs, ensuring a well-organized and welcoming experience for campers and their families.
5. Support the supervision and coordination of daily activities, collaborating with camp counselors to craft comprehensive plans tailored to enhance children's participation and enjoyment.



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2. Daily Operations

1. Assist in completing daily administrative tasks, including attendance tracking and participant sign-in/out procedures.
2. Collaborate with parents/caregivers regarding camp programming, changes to the schedule, concerns, and other relevant matters.
3. Assist in completing all required written reports at the end of the summer camp program.
4. Contribute to the record-keeping process, including the collection and documentation of camp fees payments.
5. Assist in establishing and ensuring adherence to the department's disciplinary policies, guiding and assisting children in maintaining proper behavior.

3. Daily Management:

1. Support the Supervisor in overseeing daily camp operations and activities, including the overall duties of camp staff.
2. Assist in ensuring that all security measures, policies, and health and safety procedures are consistently followed.
3. Familiarize oneself with emergency procedures specific to the summer camp program.
4. Assist in creating a welcoming, safe, and healthy environment for campers.
5. Support continuous supervision of campers to guarantee their safety.
6. Contribute to the development and maintenance of current, accurate, and confidential client files.
7. Maintain effective communication with senior supervisor, staff, parents, and other stakeholders.
8. Address and resolve issues or concerns raised by campers, parents, or staff promptly and professionally.
9. Assist in managing the camp budget, meticulously tracking expenses, controlling costs, and identifying opportunities to optimize resources.
10. Collaborate with the camp supervisor to ensure financial goals align with camp objectives and maintain fiscal responsibility.
11. Conduct mid-summer and end-of-summer evaluations for each staff member supervised.
12. Provide constructive feedback on job performance, interpersonal skills, leadership, adherence to policies, and professionalism.
13. Collaborate with staff to set specific goals for improvement during the mid-summer assessment.



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4. Meetings and Facility Maintenance

1. Attend and actively participate in weekly staff meetings to stay informed about program updates, discuss ongoing activities, and address any relevant concerns or issues.
2. Collaborate in securing the building and strictly adhering to lock-up procedures.
3. Assist in maintaining the facility in a safe and clean manner, promptly reporting any issues to the Department.
4. Contribute to conducting a daily check of program areas and equipment to ensure safety and program quality.
5. Assist in performing any other duties as assigned.