



Department of Youth, Sport & Recreation

Senior Supervisor

Responsible to: Summer Day Camp Coordinator

Supervises: Summer Day Camp Supervisors, Specialist Coordinators

Position Summary:

The Summer Day Camp Sr. Supervisor is responsible for the coordination and programming of the Summer Day Camp.

Requirements:

1. Qualification in a human related field with an emphasis on management and administration.
2. Knowledge of, and skills in, recreation programming, and activity planning with a minimum of five years' experience in a management position.
3. Minimum of 5 years as a Summer Day Camp Supervisor or in a related field.
4. Possession of sound administrative, leadership and supervisory skills.
5. CPR and First Aid Certification
6. Security Vetting

Duties and Responsibilities:

1. Meets with the Summer Day Camp Coordinator during the planning stages of Summer Day Camp upon request and when deemed necessary.
2. Assists the Summer Day Camp Coordinator in recruiting and selecting staff.
3. Participates in the interviewing process of perspective employees.
4. Participates in the registration process.
5. Assists the Summer Day Camp Coordinator with planning and implementing pre-camp in-service training.
6. Monitors the programs of each Summer Day Camp under his/her charge.
7. Oversees and ensures the safety protocols in all program areas, i.e. (fire drills, lock downs, etc.)
8. Monitors the daily operation of assigned campsites on a regular and consistent basis.
9. Supports and assists supervisors in the development of the camp 'theme'.



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10. Attends supervisors', specialist coordinators' and orientation meetings with respective staff, prior to the start of the Summer Day Camp program.
12. Ensures that each supervisor submits daily accurate statistics, reports and that records of the program are prepared and forwarded to the Summer Day Camp administrative clerk.
13. Provides orientation to first time employees (i.e. evaluations, scheduling, time keeping, communication etc.)
14. Schedules and conducts a debriefing with each supervisor at the conclusion of the mid-point and last week of camp.
15. Supports and assists at all special events.
16. Evaluates supervisors and specialist coordinators at the conclusion of the Summer Day Camp Program.
17. Prepares and submits a report at the conclusion of the Summer Day Camp program summarizing the performance of the supervisors, special coordinators, including recommendations for the future and other relevant information.
18. Assumes other responsibilities as assigned by the Summer Day Camp Coordinator.