



GOVERNMENT OF BERMUDA

Department of Youth, Sport & Recreation

Supervisor

Responsible to: Summer Day Camp Coordinator and Senior Supervisor
Supervises: Assistant Supervisor, Specialists, Counselors, Para-educators and Custodians

Position Summary:

Responsible for daily operation of camp from arrival to dismissal including but not limited to discipline for campers and staff, ensures that the camp daily activities as well as the themed activities are followed through with by the specialists and counsellors, communications with parents, handles transportation issues, and staff evaluations. Supervisors offer support to all staff and serve as a resource to them.

Requirements:

1. Qualification in a human related field with an emphasis on management and administration.
2. Knowledge of, and skills in, recreation programming, and activities planning, with a minimum of five years' experience in a management position.
3. Minimum of 2 years work experience with school age children or the equivalent education.
4. Possession of sound administrative, leadership and supervisory skills.
5. CPR and First Aid Certification
6. Security Vetting

Duties and Responsibilities: Requirements include the day to day management of the Summer Day Camp Program at the Summer Day Camp site.

1. Assists the Coordinator and the Senior Supervisors in selecting and recruiting staff for his/her respective camp.
2. Attends administrative meetings as required.



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3. Conducts weekly staff meetings to ensure the smooth and efficient operation of programs.
4. Along with the Sr. Supervisor, meets with the site principal to discuss current safety procedures, allocation of rooms, and signing of the facility agreement form prior to and at the conclusion of the Summer Day Camp program.
5. Assists with administrative duties during registration and special events.
6. Assists the Coordinator and Sr. Supervisors in planning and implementing pre-camp in-service training.
7. Enforces camp staff and camper policies.
8. Leads and conducts the safety protocols in all program areas, i.e. (fire drills, lock downs, etc.)
9. Assigns assistant supervisor with specific responsibilities to ensure the smooth running of the Summer Day Camp Program. I.e. client payment, monitoring new employees etc.
10. Creates and maintains record of campers' personal information, attendance logs and incident reports.
11. Ensures with the assistance of the assistant supervisor the SDC payments of clients is up to date. Corresponds with the parents on the non-payment of camp in a timely matter.
12. Handles discipline /accident reports according to camp policy to be reviewed by the Sr. Supervisor.
13. Prepares statistics and weekly reports to be given in to the head office. (i.e. accidents/ issues etc)
14. Prepares a detailed core schedule of engaging recreational activities and mini bus schedules with cost associated to them for their respective camp to be approved by the Senior Recreation Officer.
15. Reviews and approves weekly timetables and activities submitted by the specialists and counsellors.
16. Ensures that parents/guardians have all schedules and up to date information.
17. Assists staff in the administration of programs and activities as required.
18. Makes hourly routine visits to activity areas to observe.
19. Inventories camp supplies regularly and informs recreation office of any items that are needed including medical, arts and crafts, sports, and general supplies.
20. Orders supplies and submits requests for local purchases.



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21. Develops and maintains good public relations with regard to the Summer Day Camp program.
22. Signs off on weekly master timesheet of staff for submission to Head Office.
23. Meets with his/her respective Senior Supervisor as required.
24. Prepares evaluations of all staff during the third and last weeks of the program.
25. Submits inventory of remaining supplies and equipment.
26. Prepares a Summer Day Camp order of supplies and equipment for the following year.
27. Prepares and presents a report at the conclusion of the Summer Day Camp program, summarizing staff performance and reconciliation of other relevant information.
28. Assumes any other responsibilities as assigned by the Summer Day Camp Coordinator and / or the Senior Supervisor(s).