



## Job Description

### Day Camp Supervisor

**TITLE:** Day Camp Supervisor

**Age Requirement:** 21+

**CATEGORY:** Part-time

**Salary:** \$11.00 / hour

#### **SUMMARY:**

Day Camp Supervisors are 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 Day Camp Leaders, and communications with parents. The Day Camp Supervisors are under direction of the Lincoln Park District Program Coordinator, and is a part-time employee, working approximately 25 hours a week.

#### **QUALIFICATIONS:**

High School diploma, some college credit or higher in recreation, education, or a related area of study. One year of similar experience and prior work experience with children.

**Reports to:** Program Coordinator

**Department:** Recreation

**Type of position:** Part-time Non-exempt

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

##### **A. General Administration**

1. Responsible for directing and leading a variety of crafts, games, sports as well as day off school, and school break programs.
2. Attend mandatory staff orientation, trainings, and meetings.
3. Ensure the provision of a caring, stimulating and inclusive environment for all participants.
4. Communicate with public, staff and participants in a professional manner.
5. Maintain an organized, clean and safe learning and recreational environment for all program areas.
6. Ensure adequate supervision at all times by maintaining appropriate staff/child ratios.
7. Supervise children attending the program and promote safety and respect amongst all participants.

8. Provide a positive and encouraging teamwork atmosphere.
9. Perform related duties as assigned.
10. Perform the job safely in compliance with District policies and procedures.

**B. Safety, Health, and Loss Control**

1. Support, promote, and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with Employee Safety Manual.
3. Be familiar with School District and Site-specific rules and policies.
4. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
5. Responsible for providing all injury, illness, and health information required by the Lincoln Park District in its effort to assign tasks within an individual's capacity to prevent potential injury or illness.
6. Responsible for notification of injury or illness relating to a task assignment as described within Employee Safety Manual.
7. Follow and promote all Day Camp staff policies and procedures.

**Marginal Functions:**

1. Use of computers and other office equipment.
2. Record Keeping.

**Essential Functions:**

1. Supervision of children.
2. Plan and lead games, crafts and sports.
3. Behavior management.
4. Customer service skills.

**Psychological Conditions:**

1. Ability to manage children.
2. Demonstrate positive leadership.
3. Ability to resolve stressful situations.

**Physiological Considerations:**

1. Ability to work a split shift, with early mornings and later evenings.
2. Prolonged exposure to elements.
3. Prolonged standing, walking, and running.
4. Must be able to quickly attend to children.
5. Classroom set-ups, unpacking supplies may result in back and muscle fatigue.

**Environmental Considerations:**

1. Exposure to fluorescent lighting for extended periods of time.
2. Exposure to inclement weather while leading outdoor activities.
3. Minimal exposure to various forms of plant life when working outdoors.
4. Minimal exposure to cleaning chemicals/vapors.
5. Exposure to indoor temperature (moving from air conditioning to excessive heat).
6. Exposure to inclement weather while indoors (tornadoes, brown/black outs, etc.).
7. May be exposed to noise distractions from employees, participants or equipment operations in adjacent work areas.

**Cognitive Considerations:**

1. Leadership qualities.
2. Must possess and use good safety awareness and judgement in all aspects of the position.
3. First-Aid ability.
4. Must possess the ability to follow directions, communicate verbally and in writing.
5. Problem solving skills.

**Requirements:**

1. Skill in leadership.
2. Skill in supervisory techniques.
3. Knowledge of common sense.
4. Mature and positive attitude.
5. Certification in First Aid, CPR and AED training.
6. Be able to lift 20 lbs. Encouraged to use mechanical or manual assistance for lifting over 20 lbs.