



CAMP PROGRAM SUPERVISOR

Position Title: Camp Program Supervisor
Status: Seasonal position
Reports To: Senior Coordinator Recreation
Department: Recreation, Sport and Fitness Services

Purpose:

The Summer Camp Program Supervisor plays a key role in overseeing and coordinating the daily operations of a summer camp program. Overall responsible for delivering a fun, safe, inclusive and memorable experience for campers and their families.

Duties & Responsibilities:

The Program Supervisor is responsible for managing staff, programming, and maintaining a positive camp environment. The duties of this position include:

- Interact and program plan for children ranging from 4-13 years and old and oversee staff and volunteers from 14-29 years old in a camp setting
- Lead and supervise a team of camp counsellors and CITs by providing guidance, support, and motivation
- Foster a positive and collaborative team environment between Camp Team, Aquatics Team and RA Staff to enhance the overall Summer Season experience.
- Provide high-quality, fun and enjoyable experiences for camp participants
- Have a positive attitude, be enthusiastic and actively engage in the programs
- Be proficient in a variety of the following recreational domains: arts and crafts, sports, dramatic arts, and camp style games
- Model good behaviour for campers as it relates to sportsmanship and respectfulness
- Develop and implement a well-rounded and engaging camp program that aligns with the camp's mission and values.
- Ensure daily activities are age-appropriate, safe, and fun
- Encourage campers' participation and involvement in activities at every opportunity
- Create daily schedules and communicate efficiently with staff any changes or scheduling conflicts
- Recognize when there is a need to pivot or when and an activity is not running smoothly help counsellors adapt to better suit camper's needs and interest
- Order, safeguard and inventory of all supplies and equipment respecting RA property while respecting the budget
- Understand all emergency procedures associated with the camp program and RA operations. Ensuring all safety protocols are followed and up to date
- Be aware and monitor campers with dietary restrictions, allergies, no photo privileges and any disclosed special needs. Safeguard campers medical equipment (ie EpiPen)
- Administer first aid according to RA protocol including documenting in a professional manner all incidents immediately following the occurrence and notifying Camp Coordinator

- Be comfortable speaking with guardians regarding campers' experience including sensitive topics around behaviour or an injury
- Assist in maintaining accurate program records, including incident reports and electronic sign in and out documentation
- Speak professionally with guardians at drop off & pick up times and record daily attendance electronically with a customer service-oriented mindset
- Cover the Camp Office reception when needed
- Mentor counsellor to ensure appropriate behaviour management techniques outlined during pre camp training
- Contribute to a weekly staff meeting and continuous on the spot training
- Keep an open dialogue with Head Counsellors and Counsellors and welcome input
- Monitor and evaluate staff performance through mid-season & final staff evaluations and 1:1 feedback interviews through the season
- On a daily basis, provide staff with positive feedback and areas for improvement
- Determine facility requirements and submit booking request
- Foster an inclusive camp and work environment
- Provide leadership and guidance by mentoring Counsellor-in-training Volunteers ensuring a cooperative working environment and meaningful program experience
- Support and direct Counsellor-in-training Volunteers on a daily basis through evaluation and continuous feedback
- Organize and facilitate mandatory pre-camp training session and weekly staff meetings
- Available to Supervise Early & Late Care (on rotation)
- Respect confidentiality of campers and staff personal information
- Perform other duties as assigned by Senior Camp Coordinator

Skills / Qualifications / Prerequisites:

- Post-secondary student
- Valid Standard First Aid & CPR B or C Certified
- Vulnerable Sector Police Records Check (valid within 2 years)
- Available the entire period of the RA Summer Camps season (8 weeks)
- Previous experience programing and being in a supervisory role
- Worked with children in a school, sport, or childcare setting
- Must be a mature, caring, patient, responsible, energetic and positive person who genuinely enjoys working with children and being active
- Strong communication, leadership and organizational skills
- Thrive in a team environment
- Be able to navigate a vast facility, engage in physical activities such as running after children (as necessary), demonstrate mobility through bending, squatting, kneeling and rotating, lift objects weighing up to 25 lbs/11kgs, be at ease with exposure to both indoor and outdoors environments and be comfortable in a simulating, loud setting daily for extended periods of time.