

Rutherford Recreation Department - Summer Day Camp Supervisor
(six week position)
Must Apply by April 4, 2019

Position Summary

The mission of Rutherford Recreation Day Camp is to provide our youth with a fun and safe camp experience under the guidance of positive role models that emphasize community building, positive social interactions environmental awareness and skill building.

The Camp Supervisor is responsible for the overall direction, organization, and supervision of camp staff and daily activities to ensure a safe and enjoyable experience for participants of the Summer Camp program. They will supervise counselors and counselors-in-training (CITs) to ensure they are engaging campers in fun and challenging activities. The Supervisor will embrace positive youth development, organize and plan effective leadership programs for counselors and CITs. They will provide a friendly, safe, and welcoming environment for counselors, campers and parents. The Camp Supervisor leads by example in our continued approach to grow healthy, happy children.

Job Duties and Responsibilities:

- Engages children in interactive activities including, organized arts & crafts, singing, sports activities, games and day trip/bus coordination at the camp.
- Ensures Counselors are engaged, interacting with campers at all times, and building a positive relationship with campers.
- Creates and coordinates daily activity schedules.
- Responsible for facilitating weekly staff meetings.
- Responsible for mid-term and final performance evaluations for all staff.
- Responsible for reporting/tracking incident reports for all Camp Staff members.
- Responsible for attending two mandatory Staff training meetings prior to the start of camp.
- Responsible for using mobile application on the camp's provided tablet to report incidents and complete evaluations.
- Responsible for completing an online training course on how to complete mobile forms.

Job Qualifications:

- Must be available June 24, 2019 through August 2, 2019, Monday-Friday 8:00am-4:00pm. (No camp on July 4th).
- Experience supervising employees in a camp or related setting is desired.
- Intermediate computer/technology skills.
- High School Diploma or GED.
- Minimum of 2 years working in a day camp/childcare setting/teacher.
- Must be a mature individual who has the ability to relate well with both children and adults.
- First Aid Certification.
- CPR/AED certification.