

# TOWN OF SHARON JOB DESCRIPTION

**Title of Position:** Summer Camp Supervisor

**Department/Appointing Authority:** RECREATION

**Date:** 01/21/09

**Originator:** BRETT MACGOWAN

## **Personnel Board Use Only**

**Classification:** Summer Employment - Part Time: Position not Classified

**Effective Date:** 6/11/2009

**Classification Authority:** ☐ **Personnel Board** ☐ **Collective Bargaining**

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## **1. Summary Description**

The Sharon Recreation Summer Camp Supervisor undertakes the responsibility of planning and delivery of activities at Camp Massapoag that are safe, fun, and appropriate to the all ages and abilities. Provide management to the physical operation of the Camp's facilities and equipment.

## **2. Essential Functions**

**The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

Plan, direct, and supervise a safe and fun Camp program. Write (with the help of counselors) camp weekly goals that meet Camp Goals set by Recreation Director. Evaluate counselors abilities for each specific sport camp. Deliver creative camp program activities.

Train and supervise camp staff. Assist in the planning and implementation of staff training. Train camp staff in their counselor responsibilities. Supervise camp staff to provide a safe and high-quality program. Supervise the camp staff evaluation process. Implement the scheduling of camp staff. Directly supervise all camp staff.

Manage the physical facilities and equipment in the camp program area. Set up camp area prior to each day's beginning as well during staff training. Teach and monitor proper use of equipment.

Conduct initial and end-of-season inventory, and store equipment for safety. Check equipment, and make (or file for) repairs. Conduct a daily check of equipment for safety, cleanliness, and good repair. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials. Survey waterfront area daily, and keep the area free of hazards and debris.

Other Job Duties:

Participate enthusiastically in all activities, planning and leading those as assigned

### **3. Supervision**

Camp Staff of 12

### **4. Reporting Structure**

Recreation Director

### **5. Physical Environment**

Outside at Ames St. Field or High School fields. Office used at Community Center.

### **6. Education/Basic Knowledge**

High School or equivalent, minimum. Formal education beyond High School preferred.

Current certification in first aid and CPR. Advanced certification may be required based on camp location and site of delivery of programs.

### **7. Experience**

Previous experience in Camp setting.

Prior experience in the development and delivery of recreational programs.  
Experience in supervising others especially peers is desirable.

**This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.**