



# Job Description

## Camp Program Supervisor

*Regional District of Central Kootenay*

**TITLE OF IMMEDIATE SUPERVISOR:** Recreation Services Supervisor

**TITLE OF IMMEDIATE SUBORDINATES:** Camp Program Leader, Camp Program Monitor

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Under the general direction of the Recreation Services Supervisor, the Camp Program Supervisor is responsible for the supervision and instruction of summer camp programs. The employee is responsible for the program execution, general safety and overall enjoyment of the patrons attending the program as well as coordination of daily program operations, including customer relations. The Camp Program Supervisor is responsible for managing potential safety risks and ensuring all equipment and first aid kits are ready for program operation. Additionally, the Camp Program Supervisor is expected to provide mentorship to junior staff.

Success in this position requires a high degree of flexibility and an ability to work varying schedules to meet operational requirements.

### ROLE AND RESPONSIBILITIES:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis
2. Role model appropriate behavior and use appropriate language at all time.
3. Mentor and provide guidance to junior staff regarding patron interactions and customer service.
4. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times
5. Do a daily inspection of the emergency equipment to ensure all is in place and in good order prior to program start
6. Provide first aid when needed
7. Fill out all Incident or First Aid Reports and provide reports to the Recreation Supervisor as soon as possible
8. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with patrons during programs
9. Coordinate planning sessions with junior staff when needed
10. Plan program activities based on program descriptions provided by the Recreation Programmer.
11. Ensure all required equipment and resources are ready for programming each day
12. Communicate to the Recreation Programmer any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment. Provide research regarding new trends in recreation to ensure programs are

high quality whenever possible

13. Setup and take-down of program equipment each day
14. Coordinate program participant list with customer service representatives
15. Ensure all participants are registered and/or have paid drop-in fees prior to program start. Communicate registration challenges with customer service representatives or your immediate supervisors if required
16. Ensure all participants have filled out required emergency consent and liability forms prior to program start
17. Check wristbands if applicable or maintain attendance reports when required
18. Communicate behavior concerns with parent/guardian of children in the program in a positive format. Fill out Incident reports when needed and discuss with supervisor as soon as possible
19. Provide a high level of understanding to all patrons with program concerns and feedback. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges
20. Bring customer concerns, ideas and suggestions to the Recreation Programmer to improve overall program services
21. Remain flexible and willing to learn new skills
22. Communicate via email, phone and in person with co-workers and supervisor
23. Attend staff meetings and in services as scheduled

**REQUIRED QUALIFICATIONS**

- Standard First Aid & AED
- Valid B.C. Drivers License and satisfactory driving record
- Experience working with people of all ages in sports or recreation programs.
- National Coaching Certificate Program certificate, recreation leadership training, i.e High Five or other Sport For Life program certificate would be considered an asset.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and proven skills building relationships with patrons and dealing with behavior management both with children and parents/adults.
- Strong verbal and written communication skills
- Excellent customer service and public relation skills
- Independent decision-making, problem solving and analytical skills
- Strong leadership skills
- Ability to work well in a team
- A high level of creativity and flexibility

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

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Date

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Employer Representative Name

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Employer Representative Signature

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Date