



Job Description

Head Camp Program Supervisor

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Recreation Services Supervisor

TITLE OF IMMEDIATE SUBORDINATES: Camp Program Supervisors / Camp Program Leaders /
Camp Program Monitors

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Recreation Services Supervisor, or designate, the Head Camp Program Supervisor will act as a supervisor for camp staff and assists them in providing participants with a fun and educational camp experience. The Head Camp Program Supervisor will provide guidance and support for all camp staff and maintain a positive relationship with staff, parents and campers. Other responsibilities include managing potential safety risks and ensuring all equipment and first aid kits are ready for program operation.

ROLE AND RESPONSIBILITIES:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
3. Do a daily inspection of the emergency equipment to ensure all is in place and in good order prior to program start.
4. Provide first aid when needed.
5. Review, complete and follow up on incident reports and report to Recreation Services Supervisor.
6. Assist with training, weekly staff meetings and supervising staff with guidance of the Recreation Services Supervisor.
7. Mentor and provide guidance to junior staff regarding patron interactions and customer service.
8. Role model appropriate behavior and use appropriate language at all times.
9. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with patrons and staff during programs.
10. Plan program activities based on program descriptions provided by the Recreation Services Supervisor.
11. Ensure all required equipment and resources are ready for programming each day.
12. Communicate to the Recreation Services Supervisor any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
13. Follow all operating procedures and ensure staff are provided with guidance and training if needed to provide consistent delivery of programs.

14. Communicate behavior concerns directly with participants in a positive format. Contact parent or guardian if needed if behaviors involve minors. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges.
15. Provide a high level of understanding to all patrons with program concerns and feedback.
16. Bring customer concerns, ideas and suggestions to the Recreation Programmer to improve overall program services.
17. Remain flexible and willing to learn new skills
18. Communicate via email, phone and in person with co-workers and supervisor.
19. Other duties as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- High school diploma or acceptable equivalent
- National Coaching Certificate Program certificate, recreation leadership training, i.e High Five or other Sport For Life program certificate would be considered an asset
- Three years of experience in a front line, fast paced and dynamic environment, with a minimum of one year supervisory experience
- Knowledge and experience 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
- Demonstrated leadership skills
- Experience working successfully with a team
- A high level of creativity and flexibility
- Ability to lift up to 50 lbs. and preform all activities within program descriptions.
- Standard First Aid & AED
- Valid B.C. Drivers License and safe driving record
- Satisfactory Criminal Record
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.

PREFERRED QUALIFICATIONS:

- Experience working with people of all ages in sports, recreation programs, education or arts and cultural programs

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.

Employee Name Employee Signature Date

Employer Representative Name Employer Representative Signature Date