

## **GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION**

**POSITION TITLE:** Camp Supervisor (Part-Time / Seasonal)

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** N/A

**HOURLY RATE:** \$8.00 - \$10.00

**DEPARTMENT:** Youth Programs

**IMMEDIATE SUPERVISOR:** Program Manager

**SUPERVISES:** N/A

**CHARACTERISTICS OF POSITION:** Under the general direction of the Program Manager.

Supervise staff effectively. Designs and implements camp activities. Ensures that staff and campers remain safe and engaged. Performs related work as required. Reports to work as scheduled.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Report to work as scheduled. Plan, supervise, implement, and administer program activities. Demonstrate imagination and resourcefulness in working with children aged 4 - 13 years. Assist Program Manager and Counselors in preparing weekly attendance reports. Assist in planning and documenting weekly activities for program groups. Maintain accurate records. Distribute necessary forms to Counselors, participants, and parents in a timely manner. Turn in all paperwork as dictated by established deadlines. Inform Program Manager of any program concerns. Take daily attendance. Perform Roll Calls per procedure. Assist or lead arts and crafts activities. Assist or lead group games. Maintain a clean and safe site area. Maintain discipline. Respect campers, fellow staff, and parents. Communicate positively with campers, staff, and parents. Supervise children when parents are late for pick-up. Set a positive example for children, parents, and other employees. Notify Parks and Recreation maintenance staff on duty of any emergency maintenance issues.

**Non-Essential:** May assist Program Manager, Recreation Manager, Assistant Director, and Director in any other areas as requested.

### **QUALIFICATIONS AND REQUIREMENTS**

**Education, Training, Experience:** Must be 18 years of age or older. Experience working with children and the public. Must have First Aid and CPR Certification.

### **SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Comprehensive knowledge of age appropriate games and activities. Working knowledge of general office equipment.

**Skills:** Communicate effectively with others. Limited computer skills.

**Abilities:** Ability to adhere to Georgetown – Scott County Parks and Recreation policies and procedures. Ability to supervise staff effectively. Ability to communicate effectively both orally and in writing. Ability to complete the following task with or without reasonable accommodations: bicycling, hiking, caving, zip lining, horseback riding, canoeing, kayaking, walking, climbing, running, crawling, being present in the pools, participate in group games, assist in arts and craft projects, and maintain accurate reports. Ability to make decisions and perform under stress when problems arrive.

**SPECIAL LICENSING REQUIREMENTS:**

First Aid and CPR Certification. Valid Kentucky driver's license required to operate company vehicle.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** Very general; must use own judgment most of the time.

**Processes:** Frequently refines and adapts games and activities to suit the needs of participants.

**Review of Work:** Work is generally reviewed through oral and written reports.

**Analytical Requirements:** Creativity and independent thinking is required. Utilization of resources to enhance program activities is required.

**Work Environment:** Inside and Outside.

**Availability:** Must be able to work scheduled hours.

**Physical Demands:**

**Lifting:** Some required (up to 50 pounds). Requires standing walking, running, and sitting.

**Use of Equipment:** Equipment related to youth activities: balls, ropes, scooters, etc.

**Vehicle Operation:** Must have a valid driver's Kentucky license on file with HR before operating a company vehicle.