



## Recreation Department **Day Camp Supervisor (Instructor)**

Mayor Pamela Bobst

Reports To: Program Supervisor Salary: \$12.00 - \$15.00/hr  
Shift: ***Seasonal*** Hours Vary: M-F 6:00 A.M. – 7:00 P.M. FLSA Status: Exempt  
40 hours a week

### **Position Overview:**

Under general guidance of the Program Supervisor, the Day Camp Supervisor is responsible for the administration of the day camp program for the City of Rocky River. This includes supervising the Assistant Supervisors, counselors and volunteers. Also included is developing appropriate curriculum, planning and implementing field trips, special events and other duties to ensure a safe, quality, fun day camp environment. This position also includes overseeing school age children (5-12). The Day Camp Assistant Supervisor uses standard office equipment including, but not limited to, the City's telephone system, computers, and copy machines. The position also utilizes recreational and athletic equipment, child playground equipment, and musical instruments. The work is performed in a secure designated playground area and/or location, usually outside, and/or in a child care room setting during inclement weather. This includes furniture, toys & games geared to ages 5 to 12 years, as well as in office environment where the employee is not generally exposed to adverse weather conditions.

\*Can be acquired after hire

### **Duties:**

#### **1. Day Camp Curriculum**

**70%**

- Aid in the overall planning and implementation of summer camp program, including age appropriate lesson plans and activities and incorporate them into the daily schedule
- Responsible for the planning of field trips for the camp
- Maintain a file system that includes all program policies, camp rules, child enrollment information and staff files
- Ensure that staff understand and complete their duties, responsibilities and accountabilities per standards for acceptable performance
- Train, coach, counsel and evaluate counselor staff
- Must teach or arrange for substitute counselors in the event that a regular counselor is unable to report
- Monitor actual program activity (i.e. participation), as well as assessing current supplies and purchasing the necessary supplies from a pre-determined budget
- Report any statistics or summaries of daily activities per the request of the Program Supervisor
- Write and send weekly updates to parents
- Help serve daily snacks to children

## **2. Child Care**

**20 %**

- Oversee the general safety and wellbeing of children by appropriately supervising program employees and participants at all times\*
- Report any injuries using appropriate documentation and execute first aid when necessary\*
- Interacts and plays with the children\*
- Ensure child population is accounted for during the day\*
- Monitor and report daily any acts of bullying/fighting within the day camp setting\*
- Follow the protocol for any emergency medical situation\*
- Apply appropriate amounts of sunscreen when dealing with an outside setting\*
- Act as a chaperone during field trips

## **3. General Housekeeping**

**5%**

- Ensure that housekeeping duties are divided and completed by counselor and volunteer staff, including:
  - Wipe down and disinfect counters, tables, chairs and snack areas
  - Mop and sweep floors with appropriate cleaning products
  - Put equipment away at the end of each day, as well as straighten up all locations
  - Clean and organize Program Area/Classrooms
- Responsible for the general set-up of the day camp program at the beginning of the season and closing of the day camp program at the end of the season, including ensuring that all equipment is packed away properly for the following season

## **4. Miscellaneous**

**5%**

- Maintain enrollment forms
- Maintain accessibility of the Emergency Contact Forms
- Attend all staff meetings
- Other duties as required/assigned by the Program Supervisor

*\*Denotes essential function of the job*

### **Minimum Qualifications:**

- Bachelor's Degree required. Degree in Early Childhood, Elementary Education or Secondary Education preferred.
- This position requires some experience in a group child care setting or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job or a minimum of two (2) years of experience in a hands on setting working with children.
- One (1) year of experience with staff supervision is preferred.
- Certifications Required: Infant/child CPR/AED and First Aid certification or training (may be acquired after hire).

Position will be posted until filled. Applications may be obtained at [http://s500873721.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s500873721.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. **Submit completed application, cover letter and resume**, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer