

## **PIEDMONT PARK CONSERVANCY**

### Position Description

**Job Title:** EnviroVentures Summer Camp Supervisor

**Reports To:** Director of Programs

#### **SUMMARY**

Camp Supervisors are responsible for supervising, motivating, and acting as role models to camp counselors and camp participants. Supervisors also act as liaisons between counselors and Piedmont Park Conservancy staff, and are the "face" of the camp program to parents and guardians. Supervisors split the day with overlapping schedules to share supervisory responsibilities. 2020 Summer Camp dates are May 26-July 31. Supervisors start earlier to prepare for the camp season.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Work with Director of Programs to develop camp programming during month leading up to Camp.
- Supervise and coordinate group scheduling.
- Run lead on either drop-off check in or pick-up check-out
- Participate in pool supervision
- Maintain reporting system through evaluation dispersal and collection
- Produce parent updates.
- Manage assigned weekly activities focusing on environmental education, recreation, and arts and crafts throughout each week.
- Monitor daily attendance, group roster, camper medication needs, and any changes
- Complete written reports of camper behavior and incidents as needed
- Build and maintain good morale in all camp groups
- Serve as leader at the pool; staff must dress out and participate, but not act as lifeguards.
- Facilitate proper group behavior in all aspects of camp
- Maintain a positive attitude toward campers, fellow staff, supervisors, and the camp program
- Promote a positive team environment for camp staff
- Model promptness, manners, language, appearance and health for camp participants and parents
- Model respect and care for the environment and the grounds of Piedmont Park
- Demonstrate a love for nature and science and an enthusiasm for sharing it with camp staff and campers
- Performs other related duties as required

## **SUPERVISORY RESPONSIBILITIES (shared with co-supervisors)**

10 Camp Counselors and 3 Specialist Counselors and CIT counselors

## **QUALIFICATIONS, EDUCATION and/or EXPERIENCE**

- At least 21 years of age
- Experience working with children in an educational setting
- Experience working with a team of staff in a busy setting
- Experience or training significant for camp programming

## **OTHER SKILLS, EXPERIENCE OR CERTIFICATIONS**

- Strong verbal and written communication skills
- Strong work ethic and follow through
- Good judgment and leadership skills
- Ability to adapt to changing needs and circumstances

## **PHYSICAL DEMANDS**

- Ability to work outdoors all day in hot, humid conditions
- Ability to walk up to 4 miles a day and lift up to 50lbs

## **EFFECT ON END RESULT**

Camp programs will operate smoothly and be carried out successfully. Participants will enjoy a safe, educational, and rewarding experience.

## **APPLICATION PROCESS**

**Please email the following items to Louise Harris**

1. Resume
2. Cover letter that includes the following details
  - a. Why you want to be a camp counselor
  - b. Why you think you would excel as a camp counselor
  - c. Why you are interested in working with children
3. Contact information for three references

Email these items to:

Louise Harris

Director of Programs

Piedmont Park Conservancy

E-mail: [lharris@piedmontpark.org](mailto:lharris@piedmontpark.org)