



RM OF WEST ST. PAUL
POSITION DESCRIPTION

POSITION Camp Supervisor	DEPARTMENT: Recreation
EFFECTIVE DATE June 2022	DATE REVISED: January 2024
SUPERVISOR: Recreation Assistant and Recreation Director	

SUMMARY:

The Camp Supervisor working under the supervision and direction of the Recreation Assistant and Recreation Director will be responsible for the planning, organizing, implementation and supervision of all aspects of the West St. Paul Summer Camp Program. They will assist the Camp Staff with their daily activities and promote a welcoming and positive environment, building respectful relationships with children, parents, and staff.

KEY RESPONSIBILITIES:

- Caring for, supervising and engaging children enrolled in the program.
- Plan, create and facilitate the day-to-day activities and organize the outline for the program.
- Supervise and provide support to Supervisors in Training and Camp Staff under the direction of the Recreation Assistant and Recreation Director.
- Orient, monitor and supervise Junior Volunteers in the Junior Volunteer Program.
- Enforce the rules and provide the appropriate kind and amount of discipline to Supervisors in Training, Camp Staff, and children enrolled in the program.
- To maintain a safe, clean environment for the children enrolled in the program.
- Assisting with program registration, marketing, record keeping and reporting.
- Oversee Administration Duties during the program, including but not limited to updating the camp registration lists, responding to emails and phone calls, collecting payments and completing receipts, communicating with parents/guardians, and handling any issues that arise.
- Completing a program evaluation and managing the supplies inventory before, during and at the end of the program.
- To know, observe, implement and respect all Municipal and Camp policies including, but not limited to the No Cell Phone Policy.
- To respect the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
- To perform other duties and supervise special events as assigned, consistent with the job description.
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Education, Experience and Qualifications:

- Student enrolled in High school or Post-Secondary Education, preference will be given to those in a related program i.e., recreation, teaching, art, or sport
- Reliable, organized, with good time management and attitude.
- Experience/skills specific to Children's Recreation (i.e. experience with arts/crafts, sports/games, group recreation, special activities, etc.).
- Minimum of 2 years' experience working in a camp/recreation program setting.
- Computer skills in Microsoft Office.
- Ability to work on your own with minimal supervision.
- Strong communication and interpersonal skills.
- Have experience working with and dealing with children of all ages.
- Be flexible in terms of the hours available to cover required shifts.
- Hold current Emergency First Aid and CPR Certifications (or willing to obtain).
- Clear Criminal Record Check and Child Abuse Registry Check.

Working Conditions and Physical Demands:

- This position will work a 40-hour work week.
- The position will require slight physical effort.
- Work indoors and outdoors.

This description contains the elements necessary for the identification and evaluation of the job. The description is not intended to be an exhaustive list of all responsibilities and activities required of the position. The incumbent may be required to perform other related duties.

Incumbent

Municipal Legislative Officer

Date

Chief Administrative Officer