

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title: Adventure Camp Supervisor

Department: Recreation

Report to Title: Facilities and Recreation Assistant

Revision Date: January 2018

Position Details:

Position Status: Part Time

Normal Work Period: Mid-May – Early September

Normal Workweek: 40 hours (weekdays)

Normal Workday: Days (8:00am – 5:00pm)

Pay Method: Hourly (direct deposit, bi-weekly)

Scope of Position:

To plan, market, execute, supervise and evaluate the Adventure Camp program.

Primary Responsibilities:

- a) Supervise Adventure Camp staff (camp leaders & volunteers)
- b) Ensure the safe and efficient operation of the Adventure Camp program
- c) Ensure the Adventure Camp program is run in a professional manner
- d) Prepare a year-end report

Specific Responsibilities:

A- Supervise Adventure Camp Staff (Camp Leaders & Volunteers)

1. Develop staff schedule for the entire season
2. Train, supervise and regulate camp leaders as per instructions
3. Attend and facilitate staff meetings and training sessions when required
4. Evaluate staff at mid-season and at the end of the season

B- Ensure The Safe And Efficient Operation Of The Adventure Camp Program

1. Create daily program plans for each day of camp
2. Order required supplies for each site
3. Prepare marketing materials annually
4. Plan and prepare for all special events for the season
 - i) 2-3 Bus Trips
 - ii) Local trips of interest (i.e. Library, Theatre)
5. Ensure all daily and weekly forms and paperwork are being completed
6. Maintain good communication with parents of camp registrants
7. Ensure the safety of camp registrants at all times
8. Practice and memorize all safety and rescue procedures

9. Is responsible to be a back-up and if necessary take charge of any emergency situations
10. Review all training schedules, evaluations, daily program plans and staff schedules with the Facilities and Recreation Assistant

C-Ensure The Adventure Camp Facility Is Run In A Professional Manner

1. Ensure Town of Minto's Adventure Camp Policy Manual is being adhered to at all times
2. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and depositing all revenue to the Municipal Office
3. Ensure there is a clean and neat program site (indoors & outdoors)
4. Ensure daily clean-up duties at all Adventure Camp program locations is being done
5. Wear proper Town of Minto uniforms while on duty
6. Report to work 15 minutes before the start of your scheduled shift
7. Be a positive representative of the Town of Minto at all times

D-Prepare A Year-End Report

1. Summarization of the season with recommendations for the next season

Other duties as assigned by the Facilities and Recreation Assistant

Qualifications:

1. Minimum of 16 years of age
2. 1 year working for the Town of Minto in an Adventure Camp role
3. Current Emergency First Aid & CPR B or C

Key Skills:

1. Excellent oral and written communication skills
2. Ability to motivate and lead others in a positive way
3. Time management skills
4. Self-motivated
5. Customer service oriented