

Town of Olive Recreation

Assistant Day Camp Supervisor

Job Description

Minimum Qualifications

- Minimum of two (2) years professional experience in overseeing a children ages 5-15 and supervising camp staff.
- Must be on site during Day Camp hours {July & August 10am-3pm Mon. - Thurs}
- Required certifications by July 1: AED/ CPR/ First Aid and Responding to Emergencies.

Responsible To

Day Camp Supervisor, Recreation Director, Town Supervisor and Olive Town Board

General Responsibility

To assist with plan, direct, and supervise camp staff for season. Oversee and manage camp activities, insure camp safety.

Specific Responsibilities/Requirements'

- Adhere to regulations and mandates provided by the U.C. Health Department and N.Y. State for operating a Day Camp.
- Follow and enforce establish procedures and policies {ie Safety Plan}
- Monitor and record staff payroll and camper attendance. Supervise the operation of Day Camp staff and insure proper coverage is in place.
- Plan, direct and participate in training and daily activities for camp staff.
- Assist Camp Supervisor with evaluating camp staff.
- Oversee the day to day operations of the camp in the absence of the Camp Supervisor.
- Monitor safety and all procedures as they pertain to the complete supervision of the camp.
- Supervise office procedures, such as injury logs and staff assignments.
- Assist with development of Day Camp schedule and work assignment of staff.

Town of Olive Recreation
Pool Director Job Description
{cont}

- Assign staff to daily responsibilities.
- Prepare and approve payroll on an established schedule.
- Prepare an evaluation and summary of current season staff evaluations and recommendations for the following season.
- Help provide an atmosphere for developing good morale, discipline and well-being.
- The duties noted above are what is required for the position but, there may be a need to perform other duties as situations require.