

JOB DESCRIPTION
Summer Camp Supervisor

SUMMARY

WMS seeks an energetic, organized, flexible, and friendly individual to oversee our elementary summer camps. This person will have prior experience supervising children's group activities and ideally be familiar with Montessori education so as to help ensure a smooth and familiar transition from the classroom to the camps. The candidate will have experience working with and overseeing groups of children, ages 5-13, in a formal setting and show the ability to be adaptable to changing situations and children's needs as they arise. This person will understand and agree to model positive behavior and have a genuine interest in and knowledge of child development.

HOURS:
7:00 am – 3:30 pm

CALENDAR:
Partial Year Summer, 2014

COMPENSATION:
Hourly, dependent upon experience and education

Program:
Auxiliary

REPORTS TO
Auxiliary Program Coordinator

DATE:
June 23 through Aug 22, 2014

DUTIES

To include but not limited to:

- Become familiar with the Montessori philosophy and our expectations for student behavior
- Manage camp registration and attendance paperwork
- Ensure that all equipment and supplies are ready and set-up for activities in advance and that all is properly cleaned up and stored at the conclusion of the activity or day
- Monitor the safety and enjoyment of all camp attendees and intervene if there is reason for concern
- Monitor all camp schedules and programs to ensure that they are always adequately staffed
- Ensure that signage is created by the communications department and posted in a timely manner
- Help facilitate conflict resolution between children if necessary
- Supervise staff, children, activities and field trips as needed
- Understand and implement WMS accident/injury, medication reporting procedures, other forms, and handbook policies as needed
- Ensure that camp activities are running smoothly and advise the Auxiliary Coordinator of any issues
- Work with Auxiliary Coordinator on alternate activities in the event a planned activity must be canceled
- Interact with children in a respectful, positive, supportive and professional way
- Respond to parent concerns respectfully, fully and promptly and report them to Auxiliary Coordinator

EDUCATION/CERTIFICATION REQUIREMENTS:

- High School Diploma
- ECE coursework recommended
- Current CPR, First Aid, and HIV/Blood-borne pathogens certification or willingness to get trained promptly

SKILLS AND EXPERIENCE REQUIREMENTS:

- Previous experience supervising children's group activities
- Able to manage paperwork and perform procedures independently with limited supervision
- Experience supervising adult employees and scheduling work shifts
- Experience in supervision of children on field trips

KEY PERFORMANCE CHARACTERISTICS:

- Able to interact with children and staff in a warm, patient, calm and confident manner within a busy, changeable environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Must be attentive to details and able to multi-task
- Able to maintain confidentiality
- Use tact, courtesy and good judgment to achieve and maintain positive relationships with students, staff and parents
- Demonstrate effective written and oral communication skills
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements
- The physical demands described below are representative of those that an employee must handle well on a daily basis to successfully perform the essential functions of this job. The applicant must be able to:
 - Stand for at least three (3) hours
 - Go on a walk with children at a fairly rigorous pace for up to one (1) hour
 - Sit on the floor and get up quickly
 - Demonstrate full range of motion to kneel, stoop, bend, twist, crouch, crawl, reach up high
 - Climb and balance
 - Walk and run after children on a playground or as needed
 - Lift, move, or hold children with a range of weight from 10 to 50 pounds frequently (Occasionally, lift, move, or hold weight more than 50 pounds)
 - Speak English
 - See well, hear well, smell well
 - Otherwise fully participate in activities
- The mental and emotional demands described below must be met by an employee to successfully perform the essential functions of this job. The applicant must be able to:
 - Work in all outdoor weather conditions
 - Tolerate noisy and busy children
 - Communicate with colleagues and parents under stressful conditions
 - Focus on the children and their safety
 - Coordinate well with coworkers, verbally and nonverbally

OFFICE AND SOFTWARE SKILLS:

- E-mail and internet proficient, and basic Word

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____