JOB TITLE: MORNING FUN CAMP SUPERVISOR (Seasonal - Summer)

Department: Cherry Hill Recreation Department
Location: Cherry Hill Elementary School
Wage Range: $12 – 14hr (DOQ)

SUMMARY
Under the direction of the Recreation Director and Recreation Manager, the summer camp supervisor is responsible for all day-to-day camp supervision including but not limited to, general supervision of staff and overseeing implementation of camp activities for children ages 5 – 12.

QUALIFICATIONS
Must be 21 years of age. Candidate must have minimum 2 years of experience working with school age children or equivalent education. Experience in management and supervision of others a plus. Candidate must have a positive attitude with strong interpersonal skills and have the ability to address problems quickly and effectively. Basic computer skills including spreadsheets, word processing and email is recommended. CPR/First Aid certification recommended but not required.

DUTIES AND RESPONSIBILITIES
A. Essential Functions

- Supervise and ensure the safety and overall well-being of the children as well as part-time summer staff at all times, being alert of the needs and/or problems of the individual and as a group.
- Plan and implement daily/weekly activities.
- Monitor needs and communicate with Recreation Manager as necessary.
- Handles parent/staff requests while also copying or notifying Recreation Manager
- Supervision of counselors in their planning and ensuring it includes a variety of recreational activities for the children including, but not limited to: physical activities, table games, indoor group activities, crafts and sports.
- Adhere to all school and recreation department policies and procedures as it concerns equipment and room usage.
- Keep all camp spaces neat and clean AT ALL TIMES.
- Assist with the training and activities for all part-time staff the week prior to camp start. Including input and creation of needed materials for training.
- Be familiar with and follow Cherry Hill Recreation policies and procedures.
- Conducts staff evaluations, both mid-season if needed and end of season, including the review and signing off on all evaluations.
- Plans and conducts staff meetings before, during, and after the camp as needed.
- Maintains and submits accurate records. Ensure a safe counselor to camper ratio is met, incident reports etc.
- Keep Recreation Manager informed in advance of program needs or any potential special accommodations with individual staff, children or parents.
- Use effective, positive interpersonal communication with all staff, township personnel, participants and parents/guardians of participants.
- Oversee accurate sign-in/sign-out sheets as well as adhere to other program policies and procedures.
- Perform other duties as assigned by Recreation Department
- Observe and follow all township safety policies and regulations, and report any hazardous situations immediately to maintenance staff and Recreation Manager. The safety of staff and participants is a continuing responsibility of all employees.
- Attend any staff trainings as they pertain to policies and procedures, safety or other subjects as appropriate.

**REQUIRED KNOWLEDGE ABILITIES AND SKILLS**

- Ability to interact with children and teach them in a fun, interactive and positive way.
- Must be personable and comfortable speaking to children, parents, staff and public of all ages and backgrounds.
- Possess good problem solving skills and have the capacity to act rationally and calmly in high stress and/or emergencies.
- Should possess enthusiasm, drive, and a desire to accomplish goals and objectives
- Should be able to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff and the public.
• Ability to be flexible and adapt to new situations.
• Ability to accept constructive criticism and/or supervision.
• Must be able to manage multiple tasks simultaneously.
• Must have excellent customer service skills.
• Must be able to follow directions and perform responsibilities as described.
• Possess time management and organizational skills to perform responsibilities of the job.
• Ability to represent township and recreation department in a professional manner.
• Employee must have good safety awareness and use good judgment in all aspects of this position.

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATIONS**

• Bending, kneeling and reaching items off floor and shelves.
• Physically able to participate in active games throughout the day. Able to demonstrate and participate in activities like games, singing, dancing, sports and arts/crafts.
• Ability to lift and/or carry up to 35 pounds in equipment or supplies from storage room.
• Able to sit on the floor for sustained periods of time while interacting and playing games with the children.
• Constant standing up and sitting down as necessary to accomplish daily activities.
• Employee will be required to work outside during various weather conditions particularly during hot temperatures.

**How to Apply?**

Interested applicants should send a resume and cover letter to Chris Marmo, Recreation Manager by email (cmarmo@chtownship.com) or fax (856-488-7895).