

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Camp Supervisor
DEPARTMENT: Recreation

JOB CODE: Seasonal-Summer Program
FLSA STATUS: Non Exempt

Summary: Under general direction of the Park and Recreation Director, and as established by City Council, oversees the development, implementation, promotion and evaluation of Summer Youth Program. This position directly reports to the Park and Recreation Director for supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Ensure the safety of the campers, staff and activities at all times.
- Responsible for the planning and implementation of day-to-day programming, special camp theme programs and special events for the Summer Youth Program.
- Plan, attend, implement, and participate in employee orientation and all scheduled department/planning meetings.
- Assist camp instructors with activity planning to ensure that activities are well planned and age-appropriate for all campers.
- Coordinates and supervises all field trips.
- Responsible for handling discipline problems in accordance with the programs Disciplinary and Expectations Policy.
- Submit orders for equipment and supplies when needed.
- Maintain a positive relationship with campers, parents, staff and supervisors at all times.
- Ensures that accurate camp records are kept for personnel, camper attendance, purchasing and inventory.
- Required to actively participate in physical activities including swimming, running and walking.
- Maintain a staff to student ratio of 1 to 12 at all times.
- Responsible for securing all equipment and supplies at the end of the season.
- Other duties assigned.

Required Knowledge and Skills:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Must provide strong leadership and supervision to staff.
- Must be able to coordinate work schedule for staff.
- Must have the ability to supervise and motivate staff.
- Must be able to demonstrate mature and sound judgments when making decisions.
- Must be able to work with parents and campers from all social groups.

Required Education, Experience and Certification:

- High School Diploma or equivalent
- Minimum of three (3) years' experience of supervising children's activities.
- Must obtain CPR certification prior to the start of camp.

Environmental Factors and Conditions/Physical Requirements:

- Ability to work in an outside environment.
- May be subject to standing, sitting, bending, reaching, kneeling and lifting (up to 50 lbs.).

Equipment and Tools Utilized:

- Equipment utilized may include board games, football, basketball, volleyball, dodge ball, arts and crafts supplies, broom, dust pan and cleaning supplies.