



Northern Will County Special Recreation Association

JOB TITLE: Day Camp Site Supervisor
CLASSIFICATION: Part Time

JOB SUMMARY: Under the supervision of the Youth Services & Day Camp Coordinator responsible to plan, organize, lead, and supervise camp supervisory team and activities of campers. As well as, participating in all day camp activities, responsible for the transportation of program participants, staff and volunteers and coaching/mentoring staff. In addition, this position oversees the head counselors, counselors, campers and is the liaison between camp staff and the Youth Services & Day Camp Coordinator. This is a part-time position.

QUALIFICATIONS:

- Must be at least 18 years of age, 21 years of age preferred
- Bachelor or Associate degree in Therapeutic Recreation or related field, or working toward attainment of degree, preferred
- Minimum of 2 years of experience working with individuals with special needs
- Supervisory experience preferred
- Must be able to perform the duties and responsibilities independently of others
- Must have transportation to and from program sites
- Must support the mission, vision and values of the agency
- Certification in First Aid/CPR preferred or willingness to obtain
- Certification in NCI preferred or willingness to obtain
- Valid State of Illinois driver's license and a good driving record

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of planning and implementing programs for individuals with special needs
- Ability to display a positive attitude and appropriately interact with individuals with special needs
- Ability to make accommodations for individuals with special needs of various ages
- Ability to be dependable, flexible and punctual in all programs
- Willingness to learn and grow in providing recreation opportunities for individuals with special needs

DUTIES AND RESPONSIBILITIES:

- Uphold and emulate the mission, vision and values of NWCSRA
- Assist the Youth Services & Day Camp Coordinator with the overall operation of summer camp including required documentation, supervisory team supervision, counselor supervision, meeting preparation and attendance, maintaining safety for all camp activities and camp facilities.
- Create and update staff weekly schedules including substitute staff and volunteers.
- Keep open communication with supervisory team, counselors, substitute staff and volunteers to ensure they have all of the needed information prior to working camp
- Manage and provide feedback on all volunteers to the Staff Development & Outreach Manager
- Plan and assist in leading training week alongside the Youth Services & Day Camp Coordinator

- Act as a floating staff during the camp day, outings, field trips and pool days making sure staff are aware of expectations and assisting all staff wherever needed
- Collaborate with the Youth Services & Day Camp Coordinator to plan morning outings, special guests and Friday field trips
- Maintain all camper forms and documents and update them as needed including but not limited to seizure plans, medication forms and other health and safety documents
- Assist in writing behavior management plans with the Youth Services & Day Camp Coordinator as needed
- Ensure all information on camper forms, including updates, are relayed to all staff
- Train, coach, and mentor staff and volunteers on various techniques for working with campers
- Supervise and evaluate camp counselors, and volunteers.
- Organize, attend, and conduct weekly staff meetings and orientations
- Develop and implement a safe, secure, compassionate, and fun camp environment for all campers and counselors
- Enforce rules and regulations with participants and counselors
- Supervise participants with disabilities at all times. This will include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Assist in wheelchair lift and tie downs on NWCSRA vehicle and if able, drive NWCSRA vehicle with or without wheelchair lift (must be 21 years of age to drive passengers)
- Write weekly parent letters containing important information for parents for each week of camp
- Proof weekly schedules and submit them to the Youth Services & Day Camp Coordinator
- Communicate and work effectively with participants, parents, NWCSRA staff, member agency staff and community contacts
- Complete necessary paperwork as required including but not limited to payroll timesheets, accident/incident reports, behavior reports, program summaries, and safety checklists
- Report any problems or concerns to the Youth Services & Day Camp Coordinator
- Abide by the Policies and Procedures set forth in all NWCSRA manuals including but not limited to the Part Time Staff Manual, the NWCSRA Day Camp Manual and the Safety Manual.
- Arrive a minimum of 30 minutes before the start of your camp shift
- Ensure all supplies that are needed are secured prior to the start of the week and maintain an up-to-date inventory of supplies for the camp
- Act as a substitute staff when needed to assure adequate camp ratios
- Assist with emergency procedures
- Be a mandated reporter for the "Abuse and Neglected Child Reporting Act"
- Perform other duties and responsibilities as assigned

PHYSICAL REQUIREMENTS:

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant.

Reaching: to retrieve supplies or participant.

Pulling: to open doors and drawers.

Pushing: to close doors and drawers.

Stooping: to retrieve supplies from lower levels.

Crouching: to retrieve supplies from lower levels.

Seeing: to observe campers and obtain information from written materials.

Holding: to immobilize participant during behavior outbreaks.

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds (over 40 pounds requires a two person or mechanical assistance)

COGNITIVE CONSIDERATIONS:

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

ENVIRONMENTAL CONSIDERATIONS:

May be exposed to all types of weather conditions.

FSLA STATUS:

This is a seasonal, part-time hourly position

HOURS:

Hours will vary on weekdays. Schedule set by the Youth Services & Day Camp Coordinator.

10/26/2021