

Position: Day Camp Supervisor

Location: Waterville Valley Recreation Department

Dates: June 10, 2024 - August 15, 2024

Salary: \$16 - \$18 /hour, 38-40 hours per week

General Job Description and Requirements

The Day Camp Supervisor will be under the supervision of the Recreation Program Manager. He/She will be responsible for organizing, implementing and supervising a variety of activities and programs lead by Day Camp Counselors. The Day Camp Supervisor will coordinate daily drop-off and pick-up, organize and facilitate morning meeting, assist counselors with daily behavior management and plans, accompany camp groups on trips and hikes and will oversee the waterfront when camp groups are swimming. This person will fill in for camp staff when they are out and must be motivated to be actively engaged with campers ages 5-14 daily. The Day Camp Supervisor will be a strong role model amongst staff and campers and will act as direct supervisor to camp staff, communicating with the Recreation Program Manager on behalf of camp counselors regarding behaviors, plans and daily logistics. This person may be called upon to assist with other tasks as directed by Program Managers and/or Director.

Other job responsibilities include program planning, equipment inventory and maintenance (including cleaning), front desk supervision, facility supervisor handling general office procedures. A week of orientation and training will give this person a clear understanding of the Waterville Valley Recreation Department's overall mission, values, goals and procedures.

Applicant should be capable of strenuous physical activity and enjoy the outdoors as many of the programs are active in nature and relate to the outdoors. General knowledge of sports and games is preferred. Skills in other program areas such a hiking, boating and group facilitation are helpful.

The Day Camp Supervisor must have a positive attitude and should be enthusiastic, understanding and creative. Must be capable of leading and working with all age groups. Flexibility, patience, a pleasant personality, good organizational skills, risk management and ability to service and manage the public are a must.

Applicants must be able to walk, run, stand, stoop, kneel, lift up to 25 pounds, speak English clearly and be able to see. For information or to apply please contact:

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