

# CAMP TOWHEE

## SUMMER STAFF JOB DESCRIPTION

**POSITION: Outtrips / Outdoor Skills Program Supervisor**

**REPORTS TO: Assistant Camp Director**

**COORDINATES WITH: Chef Manager – Royal Food Service**

**POSITIONS SUPERVISED: Outtrips / Outdoor Skills Program Leaders**

### JOB SUMMARY

To oversee the planning, coordination and implementation of all Outtrips / Outdoor Skills programs at Camp Towhee. To ensure that all Outtrips / Outdoor skills programs are designed and facilitated to meet the needs and abilities of campers. To supervise, evaluate, and support the Outtrips / Outdoor Skills Program Leaders, and ensure that they have a clear understanding of all Outtripping policies, practices and procedures. To work as part of the overall Program Team to design, develop, and implement camp-wide theme programs, which encourage positive interactions among campers and staff. To adhere to, and interpret to all staff and campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all times.

### DUTIES AND RESPONSIBILITIES

#### 1) PROGRAM DESIGN AND DEVELOPMENT

Work with the Outtrips/Outdoor Skills Program Leaders to plan, organize and implement programs for campers that:

- |   |   |
|---|---|
| are safe (emotionally and physically)               | elicit campers' ideas, input and leadership         |
| are fun and recreational                            | are evaluated thoroughly by campers and staff       |
| are skill development focused                       | before repetition                                   |
| are sensitive to the needs and abilities of campers | are meeting the goals and objectives of the overall |
| are varied  | program   |
| provide for challenge and growth                    | incorporate a "take only pictures, leave only       |
| build self-esteem and social competence             | footprints" environmental ethic into all programs   |
| foster positive interactions and relationships      |   |

#### 2) PROGRAM SUPERVISION AND SAFETY

Supervise all activities in the Outtrips / Outdoor Skills Program area by:

- ensuring that all campers and staff are aware of and abide by all program safety guidelines and policies
- checking all equipment for safety prior to use
- ensuring equipment/supplies are organized, secured and sufficient
- providing direct leadership during program activities
- encouraging and motivating campers to participate in programs that are creative, challenging and age appropriate
- responding to all emergencies or potential emergencies in a calm, professional and appropriate manner within the policies and guidelines of the camp and the scope of professional training
- consulting with and taking direction from the Camp Directors regarding emergency evacuations or interventions on the canoe trips

## **Outtrips/Outdoor Skills Program Supervisor Cont'd**

### **3) STAFF SUPERVISION**

Provide supervision and support to the Program Leaders by:

- meeting daily to provide feedback and support
- evaluating them orally on a regular basis and in writing during each session
- giving positive reinforcement and keeping up staff morale
- using listening and counselling skills
- ensuring that they understand and abide by all camp policies and practices
- coordinating days off and communicating these to the Assistant Director
- ensuring that there is adequate coverage for Outtrips/Outdoor Skills programming at all times
- being a positive role model and giving proper leadership and direction to the team

### **4) SUPERVISION**

receive supervision and support by:

- meeting regularly with the Assistant Director and other program staff for feedback
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- assisting in implementation of special theme days, evening programs, and other camp activities
- being an active member of the supervisory team, giving input and suggestions and problem solving

### **5) PARTICIPATE**

Fully as part of the Program Team and part of the overall staff team by:

- meeting regularly with the Program Team to plan, provide support, and problem solve
- working cooperatively with the Program Team, and all other staff
- supporting and interpreting to other staff all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

### **6) DOCUMENTATION**

- ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, outtrip program planning forms, outtrip schedule and evaluations, pre-trip check lists, food service menu planning and requisition forms, and supply requisition forms, as well as a detailed program report and detailed final inventory to be handed in to the Camp Directors prior to the end of the summer
- oversee the organization and preparation for the departure of all offsite trips, and the logistics involved in these
- ensure that the Camp Directors are informed immediately of any/all necessary or potential Children's Aid Society reports. The Staff Member must make the official report to the C.A.S.

### **7) OTHER RELATED DUTIES:**

- create and facilitate pre-camp workshops
- perform all other related duties as assigned by the Camp Directors