

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Adventure Program (EXCEL) Supervisor

REPORTS TO: Camp Director

POSITIONS SUPERVISED: Adventure Program (EXCEL) Leaders

JOB SUMMARY

To oversee the planning, coordination and implementation of all Adventure Based/Experiential learning programs at Camp Towhee. To ensure the delivery of safe, effective, high quality programs utilizing appropriately sequenced adventure activities, and designed to meet specific learning objectives and skill development themes. To ensure that all adventure programs and activities are designed and facilitated to meet the needs and abilities of campers. To supervise, evaluate, and support the Adventure Program Leaders, and ensure that they have a clear understanding of all Adventure Program safety and risk management policies and procedures. To be responsible for supervising and managing the safety of all Adventure Programs taking place on the high challenge ropes course or climbing wall. To participate in the development and facilitation of staff training and team building programs utilizing adventure based/ experiential learning activities. 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 Adventure Program leaders to plan and implement adventure based/experiential learning programs that:

- are safe (physically/emotionally)
- are fun and recreational
- are skill development focused
- are sensitive to the campers' needs and abilities
- provide for challenge and growth
- build self esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input, and leadership
- are evaluated thoroughly by campers and staff prior to repetition
- are meeting the goals and objectives of the overall program
- are appropriately documented on camp forms

2) PROGRAM SUPERVISION AND SAFETY

Supervise all activities in the Adventure Program 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 adventure program activities
- encouraging and motivating campers to participate in adventure programs that are creative, challenging and age appropriate
- ensuring ALL safety equipment is in place and in proper working order
- 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

Adventure Program Supervisor Cont'd.

3) STAFF SUPERVISION

Provide supervision and support to the Adventure 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
- ensuring that they understand and abide by all camp policies and practices
- coordinating days off and communicating these to the Camp Directors
- ensuring that there is adequate coverage for adventure programming at all times
- being a positive role model and giving proper leadership and direction to the Adventure Team

4) 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

5) DOCUMENTATION

- ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes Daily Activity Logs, Ropes Course Equipment Usage Logs, risk management check lists, incident reports, staff evaluations, program outlines and evaluations, as well as a detailed program report and final inventory to be handed in to the Camp Director prior to the end of the summer
- ensure that the Camp Director is informed immediately of any/all necessary or potential Children's Aid Society reports. The staff member must make the official report to CAS

6) OTHER RELATED DUTIES:

- to work in conjunction with the Adventure Program Team and the Camp Directors to facilitate Adventure Based/Experiential staff training and team building sessions before pre-camp, during pre-camp, and throughout the summer as required.
- assist in developing and implementing interest club activities and special camp-wide programs, including theme days, theme meals, and staff socials as required
- perform all other related duties as assigned by the Program Coordinator or the Camp Directors.