

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: EXCEL Supervisor

Reports to: Assistant Director

Positions Supervised: EXCEL Program Leaders

JOB SUMMARY

Oversee the planning, coordination and implementation of all EXCEL programs at Camp Towhee. 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. Ensure that all adventure programs and activities are designed and facilitated to meet the needs and abilities of campers. Supervise, evaluate, and support the EXCEL Program Leaders, and ensure that they have a clear understanding of all EXCEL Program safety and risk management policies and procedures. The EXCEL Supervisor is responsible for supervising and managing the safety of all EXCEL Programs taking place on the high challenge ropes course or climbing wall. Participate in the development and facilitation of staff training and team building programs utilizing adventure based/ experiential learning activities. 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. 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

Program Design and Development

Work in conjunction with the EXCEL Program Leaders to plan, organize and facilitate programs for campers that are:

- safe (emotionally and physically)
- fun and varied
- skill development focused
- age and developmental stage appropriate
- sensitive to the needs and abilities of campers
- evaluated thoroughly by campers and staff before repetition
- appropriately documented on camp forms and Red Cross/Royal Lifesaving Society forms as required

Ensure that all programs in which campers are participating:

- meet the goals and objectives of the overall program
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership

Program Organization, Facilitation and Safety

- Act as a resource and support for campers, and be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries
- Ensure all programs are pre-planned, based on clearly articulated and realistic objectives
- Ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the EXCEL Supervisor in a timely manner for review and approval
- Ensure that all campers and staff are aware of and abide by EXCEL Program guidelines and policies
- Check equipment for safety and cleanliness prior to use
- Ensure equipment/supplies are organized, secured and sufficient
- Respond 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

- Provide direct leadership during EXCEL activities
- Encourage and motivate campers to participate in lessons and activities that are creative and age appropriate

Supervision and Teamwork

- Receive supervision and support by meeting regularly with the Assistant Director for feedback and to review program and staff progress. Seek out direction from your supervisor whenever you are unsure or unclear about anything
- Act on feedback received in a timely and professional way
- Provide supervision and support to the EXCEL Program Leaders by meeting daily to provide feedback and support, evaluating them orally on a regular basis and in writing during each session and giving positive reinforcement/keeping up staff morale
- Ensure that Program Leaders understand and abide by all camp policies and practices
- Coordinate days off for EXCEL Team and communicating these and other coverage needs to the Camp Directors
- Give proper leadership and direction to the EXCEL Team and act as a positive role model
- Participate actively on the EXCEL Program Team and Supervisor Team, giving input and suggestions and problem solving

Participation

- Assist and support in other areas of the camp as required including supervision of campers during meal times, evening programs, bedtime routines and night supervision
- Adhere to and interpret to other staff all camp policies acting as a positive role model at all times
- Assisting in the overall camp program by sharing ideas, giving leadership when required, and completing all duties as assigned
- Assist in developing and implementing special camp-wide programs, including theme days, theme meals and staff socials as required

Documentation and Other Duties

- Complete all forms and reports accurately, 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, and program evaluations, as well as compiling a detailed program report to be handed in to the Camp Director prior to the end of the summer
- Work in conjunction with the EXCEL 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
- Ensure that the Assistant 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.
- Perform all other related duties as assigned by the Camp Directors