

# CAMP TOWHEE

## SUMMER STAFF JOB DESCRIPTION

**POSITION: Camp-Wide Support Supervisor**

**REPORTS TO: Camp Director**

**POSITIONS SUPERVISED: Camp-Wide Support Counsellors**

### JOB SUMMARY

To oversee the planning, coordination and implementation of all camp-wide programming and support at Camp Towhee. To ensure that all camp-wide programs are designed and facilitated to meet the needs and abilities of campers. To ensure that meal times and other camp-wide programs include fun activities, rituals and songs in order to instill a sense of fun and a strong “camp spirit” throughout the camp. . To work with The Camp-Wide Support Counsellors and other camp Supervisors to create a schedule of all staff duties including night duty, evening programs, interest clubs, and camper recreation/choice time supervision. To organize and monitor a games room and resource library for the use of campers and staff. To plan and coordinate camp-wide evening programs with input from other staff, and to suggest ideas and provide resources to other staff when planning cabin time activities. To oversee and schedule counsellor and program staff coverage on a daily basis. To supervise, evaluate, direct and support the Camp Wide Support Counsellors, and ensure that they have a clear understanding of all Camp Towhee policies, practices and procedures. To work as part of the overall Program Team to design, develop, and implement programs, which encourage positive interactions among campers and staff. To adhere to and interpret to other 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 Camp-Wide Support Counsellors to plan, organize, and implement all camp-wide programs for campers that:**

- are safe (emotionally and physically)
- are fun and recreational
- are skill development focused wherever possible
- are sensitive to the campers’ needs and abilities
- are varied
- 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

**Work with the Camp-Wide Support Counsellors, with input and involvement of other camp staff, to plan, organize and implement all camp-wide programs including:**

- |   |                            |
|---|----------------------------|
| Theme Days                                    | Camp Towhee “Positive Box” |
| Campfire Programs                             | Staff Banquet and Toasts   |
| Discovery Days                                | Evening Programs           |
| Staff duties (coordination, delegation, etc.) | Visitor’s Day              |
| Interest Clubs                                | Photography of all campers |
| Camper Banquet and Awards Programs            | Camper Leadership Program  |
| Staff Socials                                 |                            |
| Theme Meals                                   |                            |

2. Camp-Wide Support Supervisor Cont’d

#### 2) PROGRAM & CAMPER SUPERVISION AND SAFETY

Provide leadership to and oversee the safety of all camp-wide programs and staff coverage, by:

ensuring that all campers and staff are aware of and abide by all program safety guidelines and policies  
checking equipment for safety and cleanliness  
ensuring supplies are organized, secured and sufficient  
providing **direct** leadership during program activities  
encouraging and motivating campers and staff to participate in activities that are creative 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

### **3) STAFF SUPERVISION**

Provide supervision and support to the Camp-Wide Support Counsellors by:

- meeting daily to provide feedback and support
- evaluating them orally on a regular basis and in writing during each camp session
- giving positive reinforcement and keeping up staff morale
- ensuring that he/she understands and abides by all camp policies and practices
- coordinating days off and communicating these to the Camp Directors
- ensuring that there is adequate coverage for programming and cabins at all times
- being a positive role model and giving proper leadership and direction

### **4) SUPERVISION**

Receive supervision and support by:

- meeting regularly with the Camp Director for feedback
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- being an active member of the Program 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 other Program Supervisors 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, and completing all duties as assigned
- assisting in the overall camp program by suggesting ideas, and giving leadership when required (i.e. “filling in” in other program areas)

### **6) DOCUMENTATION**

ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, program planning forms and evaluations, and supply requisition forms, as well as a detailed program report and detailed 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 Camp Director will make the official report to CAS

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

perform all other related duties as assigned by the Camp Director or Assistant Camp Director, including but not limited to:

- attending daily counsellor supervisor meetings and acting as the liaison to other program supervisors by passing on pertinent information
- filling in for and supporting counsellor supervisors when on time off or “stretched”
- assisting with experiential arts programming as needed and when available

**NAB: 112609**