

**Jericho Youth Services  
Summer Camp Supervisor Job Description 2023**

**Position:** Summer Camp Supervisor

**Duration:** June 19 – August 25, 2023, 40/hrs per week

**Description:** Summer Camp Supervisors are responsible for the delivery of a safe, enjoyable and enriching summer camp program for children ages 6-12 years. The ideal candidate will be energetic, organized, enthusiastic, positive, kind and have a passion for working with children.

**\*\*No vacation or personal time is granted during the contract period. Absences due to illness will require contact with the Camp Director to arrange for coverage. Reports directly to the Camp Director.**

**Qualifications:**

- Currently enrolled in or graduated from University or College in Parks & Rec, ECE, Child & Youth Worker or related field.
- Experience working with children in a summer camp or after-school program
- Previous supervisory/leadership experience
- Excellent communication and interpersonal skills
- Strong planning and organizational skills
- Ability to work in a team environment with other camp staff
- Enthusiasm, initiative, flexible and adaptable
- Valid CPR and Emergency First Aid
- Level 100 – High Five Certification – Principles of Healthy Child Development
- Comfortable with active participation in swimming and other high energy activities.
- Must attend all staff training dates (TBA)
- Availability to work all 10 weeks.

**Responsibilities:**

- Meet with the Camp Director on a weekly basis to update all aspects of the camp (i.e.: staff responsibilities, participant behaviour issues, programming, craft and snack supplies, etc.)
- Provide support to all participants, staff and volunteers and act as a parent/guardian liaison.
- Provide support, guidance and direction to Counselors and participants in Behaviour Management and provide emergency and/or First Aid assistance when required.
- Ensure the safe preparation of all snack foods
- Ensure program plans and schedules are implemented efficiently and effectively.
- Ensure all resources, materials, equipment, etc. are well maintained and available to camp staff, participants and volunteers
- Prepare and submit Camp Reports and daily logs
- Responsible for the overall physical and emotional safety of all participants while participating in Jericho Summer Camp programming.
- Maintain open communication with all Jericho Summer Camp staff.
- Implement approved Behaviour Management techniques where/when appropriate
- Follow all Jericho Youth Services policies and procedures
- Contribute positively to a fun and valuable camp experience for participants
- Participate in weekly staff meetings and be a valuable member of a diverse staff team.
- Arrive 15 minutes prior to scheduled shift start time and be prepared to stay 15 minutes after scheduled shift to ensure proper preparation and cleanup of facility.
- Be available for shifts between 8:30am – 4:30pm and ½ hour before and/or after care

This job posting and the job description are available at [www.jerichoyouthservices.org](http://www.jerichoyouthservices.org). Interested applicants are invited to submit a cover letter and resume, clearly describing how the candidate meets the qualifications, along with position and location they are applying for, by no later than 4:30pm on Friday, March 3, 2023 to: [evan.jones@jerichoys.org](mailto:evan.jones@jerichoys.org)

Jericho Youth Services is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the HR department in advance and we will make every effort to provide appropriate assistance pursuant to the Employment Accommodation Policy. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.