



GOVERNMENT OF BERMUDA

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## Department of Sport & Recreation

# Supervisor

**Responsible to:** Senior Coordinator and Senior Supervisors

**Supervises:** Assistant Supervisor, Specialists, Counselors and Custodian

### Position Summary:

The Camp Supervisor plays a pivotal role in overseeing the smooth and enjoyable operation of a summer camp program. Responsible for supervising daily activities, the supervisor directs camp counselors and specialists in crafting engaging plans tailored to enhance children's participation. Their duties also include staff management, administrative tasks, and adherence to safety protocols, contributing to the overall success of the camp program.

### Requirements:

- The Camp Supervisor should possess strong leadership qualities to effectively oversee and guide camp counselors and specialists, ensuring a positive and engaging environment for campers.
- A successful Camp Supervisor must demonstrate excellent organizational skills to coordinate daily activities, manage staff, and handle administrative tasks efficiently.
- Effective communication and collaboration with camp counselors, specialists, and other team members are essential for the Camp Supervisor to foster a cohesive and cooperative camp environment.
- Prior experience in a camp or recreational setting, along with a solid understanding of safety protocols and child engagement techniques, is a valuable requirement for the Camp Supervisor role.

### Duties and Responsibilities:

#### 1. Planning and Implementation

1. Oversee the hiring process, including conducting interviews, assessing candidates, and collaborating with the Senior Supervisor and Coordinators for staff selection. Plan, implement, and supervise a diverse range of summer camp activities.
2. Participate in relevant workshops to enhance skills and stay updated on industry best practices.
3. Ensure camp readiness by taking a lead role in the preparation of camp calendars and welcome packs, creating a well-organized and welcoming experience for both campers and their families.
4. Supervise and coordinate daily activities, working collaboratively with camp counselors to craft comprehensive plans tailored to enhance the children's participation and enjoyment.

#### 2. Daily Operations



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1. Ensure completion of daily administrative tasks, including attendance tracking and participant sign-in/out procedures.
2. Communicate regularly with parents/caregivers regarding camp programming, changes to the schedule, concerns, and other relevant matters.
3. Complete all required written reports at the end of the summer camp program.
4. Manage the record-keeping process, including the collection and documentation of camp fees payments.
5. Establish and ensure adherence to the department's disciplinary policies, guiding and assisting children in maintaining proper behavior.

#### **4. Daily Management:**

1. Oversee daily camp operations and activities, including the overall duties of camp staff.
  2. Ensure that all security measures, policies, and health and safety procedures are consistently followed.
  3. Be familiar with emergency procedures specific to the summer camp program.
  4. Create a welcoming, safe, and healthy environment for campers.
  5. Ensure continuous supervision of campers to guarantee their safety.
  6. Develop and maintain current, accurate, and confidential client files.
  7. Regularly participate in and contribute to weekly staff meetings to stay informed about program updates, discuss ongoing activities, and address any relevant concerns or issues.
  8. Be responsible for securing the building and strictly adhere to lock-up procedures.
  9. Maintain the facility in a safe and clean manner, promptly reporting any issues to the Department.
  10. Conduct a daily check of program areas and equipment to ensure safety and program quality.
  11. Maintain effective communication with senior supervisor, staff, parents, and other stakeholders.
  12. Address and resolve issues or concerns raised by campers, parents, or staff promptly and professionally.
  13. Assist in managing the camp budget, meticulously tracking expenses, controlling costs, and identifying opportunities to optimize resources.
  14. Collaborate with the camp supervisor to ensure financial goals align with camp objectives and maintain fiscal responsibility.
  15. Conduct mid-summer and end-of-summer evaluations for each staff member supervised.
  16. Provide constructive feedback on job performance, interpersonal skills, leadership, adherence to policies, and professionalism.
  17. Set specific goals for improvement during the mid-summer assessment.
  18. Perform any other duties as assigned.
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