



CITY OF MISHAWAKA PARKS AND RECREATION DEPARTMENT

A. JOB TITLE: Co-Site Supervisor (Summer)

B. JOB LOCATION(S): Battell Center, 904 N. Main St., Mishawaka, IN 46545
Merrifield Park, 1000 E. Mishawaka Ave, Mishawaka, IN 46544

C. DEFINITION:

The Day Camp Co-Site Supervisor is responsible for the coordination and oversight of their assigned camp site and will report directly to the Camp and Community Engagement Director. The Day Camp Co-Site Supervisor will be committed to high quality programming and provides leadership, supervision, coaching, and support to camp staff to ensure the safety and wellbeing of counselors and campers alike. The Day Camp Co-Site Supervisor will develop creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and have a passion for youth development. This position is a seasonal position. The Day Camp Co-Site Supervisor will work between 30-40 hours a week for 9 weeks.

D. ESSENTIAL FUNCTIONS OF THE JOB:

1. Execution and direct supervision of camp programs, activities, procedures, and policies.
2. Directly carries out leadership responsibilities to effectively oversee, guide, and evaluate counselors.
3. Provides role modeling through participation in camp activities.
4. Communicates and maintains personal contact with parents/guardians on a daily basis communicating achievements and behavioral issues of campers.
5. Addresses discipline issues that are of concern and cannot be immediately resolved by counselors.
6. Performs general housekeeping tasks to setup/cleanup the site and maintain a clean and safe environment. Is responsible for assuring the outlined procedures for opening and closing the site are followed.
7. Documents and notifies Camp and Community Engagement Director of incidents, accidents, damaged equipment and supply needs. Enforces safety regulations.
8. Performs administrative functions as needed including: attendance, report of suspicious or inappropriate behaviors. Follows mandated reported requirements related to abuse.
9. May be required to lead campers in the absence of a counselor.
10. Encourage respect for personal property, camp equipment and facilities.
11. Take the lead on field trips, welcoming guest speakers and t-shirt distribution.
12. Program assessment and development – we are looking to create a day camp we are proud of.

E. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Assist the Camp and Community Engagement Director with counselor assessment, training, and development.
2. Attend required staff trainings.
3. Camp runs from June 6 – August 5, Monday – Friday, No Camp July 4.

F. REPORTING RELATIONSHIPS:

1. Reports directly to and has regular communication with Camp and Community Engagement Director.
2. Supervises the Camp Staff.

H. PHYSICAL REQUIREMENTS:

1. Reach with hands and arms
2. Use hands to operate tools or controls
3. Sit, climb, balance, stoop, crouch
4. Occasionally lift or move 50 pounds
5. Talk and hear
6. Lift and move light objects without assistance

I. ENVIRONMENTAL/WORKING CONDITIONS:

In general we are exposed to varied temperatures and weather conditions. Equal proportion of time spent indoors and outdoors. Outdoor work depends on weather conditions. Flexible schedule required, with in-season hours normally between 30-40 hours per week. This position is split between 2 seasonal staff to accommodate camp operational hours. Must be able to work the 11:00-5:30pm shift.

J. REQUIRED KNOWLEDGE AND ABILITIES:

1. Ability to work independently.
2. Must possess good public relations, communications, reading and writing skills.
3. Ability to develop long-range plans and to accurately evaluate work accomplished.
4. Ability to work under a strict budget.
5. Ability to establish and maintain professional working relationships with employees, coworkers and public.
6. Must accept supervision and responsibility.

K. QUALIFICATIONS:

1. Preferred current college student or college graduate interested in learning on the job training relating to the field of camp programming, recreation, communication, psychology, education, sociology, environmental studies, or a related field.
2. Preferred 4 years of camp or related experience.
3. Proven experience to lead, manage programs, and volunteers.
4. Strong oral and written communication skills required.
5. Valid driver's license.
6. First Aid, CPR, AED Certification-Adult and Child (required, may be obtained through the City).

Employee Signature

Date

Department Manager

Date