



## **PROGRAM SUPERVISOR JOB DESCRIPTION**

Job Title: **Program Supervisor**

Classification: **Exempt**

Reports to: **Camp Director**

### **Position Purpose:**

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the program manager and camp director.

### **Essential Job Functions:**

Deliver a fun and interactive program to campers.

- ♦ Coordinate and deliver all camp programs with other staff.
- ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
- ♦ Evaluate program delivery abilities of staff.
- ♦ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.

Develop and implement schedules and records for all areas of camp program and facilities.

- ♦ Collaborate with partner organizations to design an intentional and goal-oriented camp program.
- ♦ Create camper and group program and activity schedules.
- ♦ Develop and supervise staff schedule for programs and activities.
- ♦ Collect and evaluate records; report and evaluate camp program and activity areas.

Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.

- ♦ Assist in the implementation of staff training.
- ♦ Provide guidelines for programs utilizing camp equipment.
- ♦ Obtain specialized activity certifications when necessary.
- ♦ Ensure that campers and staff follow safety procedures in all program areas.

Assist in the management and care of the physical facilities and equipment in assigned program areas.

- ♦ Maintain and enhance progressive program activities.
- ♦ Oversee regular checks of area and equipment for safety, cleanliness, and good repair.
- ♦ Ensure that program areas are kept free of hazards and debris.

Under guidance of Program Manager, supervise and evaluate activity leaders.

- ♦ Regularly monitor work of activity leaders.
- ♦ Provide feedback and guidance to activity leaders.
- ♦ Provide recommendations and concerns to program manager regarding activity leader performance.

Assist Program Manager and Camp Director in recruitment and utilization.

- ♦ Share potential partner groups with the Camp Director.
- ♦ Support the Program Manager in activity leader recruitment.
- ♦ Attend community events and represent Camp Aranzazu.

**Other Job Duties:**

- ♦ Attend administrative staff meetings.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Participate and support in fundraising efforts and special events.
- ♦ Collaborate creatively to maintain social media presence and raise awareness.

**Qualifications:**

- ♦ Bachelor's Degree in Education, Therapeutic Recreation, or related field, or equivalent relative experience
- ♦ Experience in leadership roles at a related position.
- ♦ Program experience with similar populations.

**Knowledge, Skills, and Abilities:**

- ♦ Experience in activity facilitation or willingness to learn.
- ♦ Positive, enthusiastic attitude.
- ♦ Creative and flexible mindset.
- ♦ Desire and ability to work with people outdoors.
- ♦ Proficient understanding of word processing, PowerPoint, Zoom and Google Drive.
- ♦ Ability to use light maintenance tools.

**Physical Aspects of the Position:**

- ♦ Clear communication across all aspects of position.
- ♦ Ability to observe and implement safety rules, emergency procedures and adequate camper care.
- ♦ Ability to observe and manage staff safety and development.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards.
- ♦ Physical ability to respond appropriately to camp demands.
- ♦ Traverse various camp terrain including sand, wetlands, waterfront and wooded areas.
- ♦ Operate with daily exposure to the sun, heat and varying weather conditions.
- ♦ Willingness to live in a camp setting when camp is in session and work irregular hours delivering programs.