



# Summer Camp Supervisor

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DEPARTMENT: Parks and Recreation  
REPORTS TO: Parks and Recreation, Recreation Coordinator  
DATE: 2/7/24 (Updated 12/10/25)  
FLSA DESIGNATION: *Non-Exempt, Seasonal, Non-Union*  
WAGE: \$20.00 an hour

## **Nature of Work**

This seasonal position is responsible for planning, coordinating, and overseeing daily camp activities, as well as performing related administrative duties. The role includes supervising and ensuring the safety of children ages 5–13 under the general direction of the Parks and Recreation, Recreation Coordinator.

## **Essential Duties and Responsibilities**

- Assist with the organization and implementation of staff meetings and work schedules.
- Make recommendations to the Recreation Coordinator regarding staff performance, advancement, and disciplinary actions.
- Work closely, cooperatively, and professionally with camp staff and the Recreation Coordinator.
- Evaluate the overall camp program and recommend changes to enhance the participant experience.
- Assist in communicating with parents and legal guardians regarding schedules, upcoming events, and daily updates about their child(ren).
- Independently and collaboratively with the Recreation Coordinator and Camp Director, plan and supervise daily camp programming, including field trips, special guest presentations, games, arts and crafts, and other age-appropriate activities.
- Communicate, understand, and enforce all department and camp safety rules and procedures to ensure the safety of campers and staff at all times.
- Demonstrate strong leadership, patience, and enthusiasm when working with children.
- Assist in identifying, addressing, and managing camper behavior issues.
- Assist in maintaining accurate program records, including incident and accident reports, logbook entries, and daily attendance.
- Create and maintain a safe, inclusive, and welcoming camp environment for all participants.
- Exhibit a high level of maturity and professionalism while serving as an ambassador for the Town.
- Positively represent the Parks and Recreation Department and the Town of York at all times.
- Perform other related duties as assigned.

## **Minimum Qualifications Required**

Applicants must be at least 21 years of age, have a minimum of two summers of experience working in a camp setting, and possess at least three years of experience working with children.

## **Necessary Special Requirements**

American Red Cross CPR/AED/First Aid certification must be obtained by the first day of camp. Lifeguard certification is preferred but not required.

### **Knowledge, Skills, and Abilities**

- Knowledge of the goals and objectives of a recreation-based summer day camp program and the ability to assist in the development and administration of daily activities.
- Ability to plan, organize, lead, and evaluate activities within a well-rounded program.
- Familiarity with camp facilities and equipment, including their safe and proper use.
- Ability to establish and maintain effective working relationships with co-workers, campers, parents, supervisors, and the general public.
- Friendly, approachable, and welcoming personality that encourages participation and engagement among staff and campers.
- Enthusiastic, patient, and willing to learn and grow professionally.
- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Demonstrates good character, integrity, adaptability, and professionalism.

### **Physical and Mental Requirements**

The physical and mental demands outlined are representative of those required to successfully perform the essential functions of this camp position. Reasonable accommodations may be provided to enable individuals with disabilities to perform these essential functions.

#### **Physical Requirements:**

- Sufficient speech and hearing to effectively communicate in person and over the phone.
- Ability to stand, sit, talk, reach with hands and arms, and use hands and fingers to handle objects, tools, or controls.
- Be able to lift and carry up to 25lbs.
- Sufficient vision to perform job duties safely and effectively.

#### **Mental Requirements:**

- Use written and oral communication skills effectively.
- Observe, interpret, and respond appropriately to various situations.
- Read and interpret data, information, and documents.
- Analyze and solve problems, including complex or unexpected challenges.
- Apply mathematical reasoning as needed.
- Perform detailed work under changing conditions, multiple deadlines, and concurrent tasks.
- Manage constant interruptions while maintaining focus and accuracy.
- Interact professionally with staff, supervisors, the public, and external agencies.

*This job description is not intended to be an exhaustive list of all duties associated with this position. Additional responsibilities may be assigned as needed by the Parks and Recreation Director or the Recreation Coordinator.*