



POSITION DESCRIPTION

Title: Summer Day Camp Supervisor
Reports to: Summer Day Camp Director

Position Summary: The supervisor is to act as a leader and assist staff in providing participants with a fun and educational experience. The supervisor will provide guidance and support for all staff and maintain a positive relationship with staff, parents and participants.

Essential Job Duties:

- Assists in training and supervising staff
- Assists with responding to parent questions and concerns to ensure customer satisfaction
- Supervise students and provide discipline if needed
- Create and implement daily lesson plans for student activities
- Tracks attendance
- Works with director to design program
- Completes incident reports and reports to director
- Uses resources prudently
- Assumes responsibility for any other issues, details that arise
- Follows the policies and procedures as defined in the Personnel Handbook

Qualifications:

- Prior supervisory experience preferred
- Dependable and reliable
- Possess good communication skills
- Able to work with children of different age levels.
- Possesses confidentiality
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivates, through good example, meaningful prayer and Liturgical experiences
- Promotes a positive, charitable spirit and nurture a Christian environment.
- Works openly, creatively, and cooperatively with staff
- Takes pride in group accomplishments willingly initiating and contributing to them
- Challenges the students to use their God-given gifts
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____