Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, FEBRUARY 21, 2014**
POSITION CLOSING DATE:	*****EXTENDED TO FRIDAY, MARCH 14, 2014*****

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Site Supervisor (Summer Camp Program)
FUNCTIONAL AREA:	Parks & Recreation Department
SALARY RATE:	$15.00 per hour; this position is offered with no benefits
CLASSIFICATION:	Seasonal; June 9, 2014 to August 1, 2014
APPROVED/ UPDATED:	January 2012/February 2014

***IMPORTANT: A <u>mandatory</u> 4-hour paid training session is scheduled for Saturday, May 31, 2014 from 9am to 1pm. Attendance to this training is required as a condition of employment.**

<u>General Purpose</u>

Supervisory position responsible for the planning, development, implementation and supervision of the Village's Summer Camp program. Individual is also responsible for the scheduling and coordination of all the program activities as further detailed below.

<u>Supervision Received and Exercised</u>

The position is supervised by the Parks & Recreation Manager and/or Director. The Site Supervisor supervises Counselors, Program Coordinators, Counselors-in-Training (CITs), and camp participants.

<u>Essential Duties and Responsibilities</u>

- Responsible for the planning, scheduling, organizing and directing of recreational programs and daily camp activities that include but are not limited to recreational and educational activities, weekly field trips, athletic activities, games, arts & crafts activities, and weekly camp themes.
- Schedules and organizes daily staff meetings camp counselors and junior counselors.
- Responsible for parent relations and general problem solving between campers, counselors and parents.
- Supervises camp counselors to ensure program schedule, guidelines and procedures are being followed.
- Oversees development and maintenance of activity and attendance reports for all counselors and program participants.
- Ensures records of all activity fees and charges are properly maintained.
- Responsible for the safety of the camp counselors and the camp participants, and the enforcement of all safety rules and regulations at all times; immediately documents and reports all accidents, injuries and/or incidents following camp procedures.

- Responsible for ensuring that facilities are kept in a clean and organized state; reports unsafe conditions to the Department Director at once.
- Maintains appropriate inventory of all required supplies; orders supplies in a timely fashion.
- Recommends the employment or dismissal of subordinate personnel.
- May perform other related duties as assigned.

Minimum Qualifications

- Bachelor's Degree in recreation, leisure services, education, physical education, or related field from an accredited four year institution required; Master's Degree preferred.
- Must be fluent in the English language; Spanish is a plus.
- Two years of prior experience in a summer camp or other youth program.
- Must pass a national criminal background screening in accordance with Ordinance No. 08-10 and a drug test.
- Must complete CPR/First Aid certification course prior to beginning of camp.
- Must hold a valid motor vehicle operator's license.

Other Required Competencies

- Candidates must enjoy working with children and be able to work in multiple settings such as school cafeterias and playgrounds.
- Must possess excellent customer service skills, and be able to establish good customer relations.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties
- Ability to understand and follow oral and written instructions
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations
- Must be initiative-oriented.
- Must be able to work independently and complete daily activities and tasks according to work schedule.

Physical Requirements & Working Conditions

- Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, jumping, pushing, lifting and carrying
- Specific vision abilities include distance vision, peripheral vision, and depth perception.
- Must be able to hear clearly even in a noisy environment.
- Requires the ability to swim in salt and/or chlorinated water
- Ability to work a varying work schedule and participate in camp field trips as assigned.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment. This shall include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.

The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.