



Tahoe Donner Association Job Description

Job Title: Day Camp Assistant Supervisor
Job Code: TBD
Department: Day Camps
Reports To: Day Camp Supervisor
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 9
Pay Range: \$12.30-15.16 per hour
File Name: Day Camp Assistant Supervisor.doc
Prepared Date: 06/10/10, updated 4/23/11, 4/26/17

SUMMARY

Under the direction of the Day Camp Supervisor, the Assistant Day Camp Supervisor is responsible for leading, supervision of the campers, overseeing the day-to-day operation of the assigned day camp, and assisting the Day Camp Supervisor with supervising the Day Camp Leaders and Counselors. Must enjoy working with all ages of children. Assist with year-end evaluations of Day Camp Leaders and Day Camp Counselors and corrective actions that are done throughout the summer. Assist with organizing Day Camp programs of all the camps. This includes daily schedules, children's rosters, themes, field trips, and beach days.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for maintaining the camp waivers for all the camps. Make sure every child form is filled out for each session. Inform staff at each camp any children that have allergies.

Assist with the programming schedule for all the camps.

Assist with any camp paperwork that is assigned.

Assist with check-in and check-out.

Assist with registering children for camps, operating a register.

Encourage parents to fill out comment cards at the end of each camp session.

Responsible for collection of daily activities sheets at all camps for all sessions. Keeps track all staff activities schedules and collects them from everyone.

Provide excellent customer service to customers, employees and business partners.

Assist members and guests with information about day camps and other amenities.

Maintain current knowledge of, implement and enforce Association rules, regulations, policies, and procedures.

Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain camp area, supplies and equipment.

Lead, supervise, and actively participate and evaluate assigned day camp and recreation activities with children and young adults.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university in recreation administration or related field and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current American Red Cross Lifeguard Certification recommended.

Requires current Cardiopulmonary Resuscitation (CPR) and First Aid certifications and AED training.

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Class A or B Driver License with a driving record meeting the minimum standards required by the Association insurance carrier recommended.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Effectively communicate with members and all patrons based on knowledge of all Day Camp programs.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit

and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Assist with the supervising of employees in the day camp. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE