8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319

# Day Camp Supervisor Job Description

**Department:** Summer Staff Program

**Reports to:** Program Coordinator

**Type of Position:** Full-time, Seasonal, 40+ hrs/week

**General Description:** Day Camp Supervisors are responsible for overseeing and developing the day camp program, as well as campers and staff. Supervisors are also responsible for clear communication with camper families.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

## Qualifications

**Personal**:

1. Vibrant relationship with Jesus Christ
2. Committed to the authoritative Word of God
3. Passionate for facilitating ministries that change lives
4. Devoted to furthering the vision and mission of Manitoqua Ministries
5. An active member in good standing in a church of Jesus Christ

**Character:**

1. Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
2. Actively pursuing personal Christian growth
3. Has a teachable spirit open to new ideas
4. Skills in interpersonal relationships, communication, and supervision
5. Previous camping experience preferred
6. First Aid and CPR certified
7. Age 20 years or older
8. Holds a valid United States driver's license

## Duties and Responsibilities

**Training**

1. Attend coordinator and staff orientation

2. Reside in assigned staff housing

**Staff Expectations**

1. Welcome all campers upon their arrival
2. Be prepared with the necessary materials for each day
3. Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
4. Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
5. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
6. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
7. Attend the all staff debriefs on Friday afternoons at 5pm
8. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
9. Attend the Staff Retreat and Staff Party
10. Lead (2) “Friday Reset” shifts during the summer
11. Present a full evaluation of personal performance and camp operations at the close of summer
12. Perform other duties as requested by the Program Coordinator
13. Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual

**Role Specific Responsibilities**

1. Oversee the Day Camp Program
    i. Communicate with clear understanding the purpose and expectations of the day camp program to staff, campers, and families
    ii. Practice good behavior management within the guidelines and structure established in the Summer Staff Manual
    iii. Collaborate with day camp coordinators to implement daily programming
    iv. Manage the care and purchasing of materials and supplies

   v. Manage the day camp budget as established by Manitoqua Ministries
   vi. Report all needs and requests in a timely fashion to the Program Coordinator
2. Supervise the Day Camp Coordinators and counseling staff
   i. Assist in training for day camp staff
   ii. Delegate responsibilities to staff
   iii. Lead day camp coordinators in implementing the day camp program
   iv. Lead and attend all program planning meetings and daily check in meetings
   v. Encourage ongoing evaluation of staff in day camp through midsummer evaluations and check in conversations
3. Oversee the SAMs (Servants at Manitoqua) high school leaders within the day camp program
4. Lead sessions set aside for spiritual development for staff
5. Attend weekly program meetings with supervisory staff and Program Coordinator
6. Lead or assist in leading programs on weekends as requested by the Program Coordinator