



Manitoqua Ministries

Summer Job Description

Department: Summer Staff

Job Title: Day Camp Supervisor

Reports Directly To: Program Coordinator

Position Summary

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.

Qualifications:

- Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
- Actively pursuing personal Christian growth
- Has a teachable spirit open to new ideas
- Skills in interpersonal relationships, communication, and supervision
- Some experience in camping
- First Aid and CPR certified
- Age 20 years or older

Responsibilities and Expectations

- Attend supervisor and staff orientation
- Reside in assigned staff housing
- Oversee the Day Camp Program
 - a. Communicate with clear understanding the purpose and expectations of the day camp program to staff, campers, and families
 - b. Practice good behavior management within the guidelines and structure established in the day camp program
 - c. Work alongside day camp coordinators to implement daily programming
 - d. Manage the care and purchasing of materials and supplies
 - e. Manage the day camp budget as established by Manitoqua Ministries
 - f. Report all needs and requests in a timely fashion to the program coordinator

- Supervise the day camp coordinators and counseling staff
 - a. Assist in training for day camp
 - b. Delegate responsibilities to staff
 - c. Lead day camp coordinators in implementing the day camp program
 - d. Lead and attend all program planning meetings
 - e. Encourage ongoing evaluation of staff in day camp
- Oversee the SAMs in day camp
- Lead sessions set aside for spiritual development for staff
- Attend weekly program meetings with supervisory staff and Program Coordinator
- Lead or assist in leading programs on weekends as requested by the Program Coordinator
- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Help generate ideas and develop programs
- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sundays: announcements and small groups at 6pm and staff worship at 7pm
- Attend the Staff Retreat and Staff Party
- Work/Lead (2) "Friday Reset" shifts during the summer
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual