



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Summer Camp Supervisor	Position Control No: XX-XX-XX-XX
Classification-Series: Recreation Program Specialist III	FLSA Status: Non-Exempt, Seasonal FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: Non Union, Grade 9
Organizational Unit: Recreation	Primary Job Location: Dover Arena

JOB SUMMARY: Performs responsible work in the operation of a Summer Day Camp program. Performs program planning, administrative assignments, and program delivery.

ACCOUNTABILITY: Work is performed with considerable independence under the general administrative direction of the Arena Program and Marketing Supervisor, and is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED: There is seasonal/part-time employee supervision exercised in this position; as well as, supervision of child participants is exercised.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; athletic equipment.

TYPICAL WORK ENVIRONMENT: Inside: 60% Outside: 40%

DUTIES AND RESPONSIBILITIES: (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Direct and participate in the daily supervision of the Day Camp Program for children ages approximately 6-12 years.
2. Open and close assigned day camp/recreation facilities. Provide security for City facilities and grounds.
3. Maintain Arena/camp facilities to ensure safety and cleanliness.
4. Maintain and enforce safety rules and regulations. Conduct safety drills. Fill out proper Accident and Incident Forms and forward to Arena Program and Marketing Supervisor.
5. Plan and supervise weekly trips, mostly to State Parks, beaches, fitness activities, sports, games, assist in arts and crafts, and various activities.
6. Participate in regular staff meetings.
7. Develop clear lines of communication with campers' parents/guardians to establish strong relationships.
8. Develop and distribute a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding day camp/recreation programs for publication on a weekly basis, or as needed.
9. Maintain necessary and appropriate records of attendance, activities and operations.
10. Respond to public inquiries about the Day Camp Program made by telephone, computer, correspondence, or in person.

11. Promote interest and provide information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.
12. Perform a variety of miscellaneous duties such as answering phone, sending correspondence, running errands, picking up supplies needed for activities, collecting permission slips for various extra activities.
13. Enforce Disciplinary Policy to ensure the safety and welfare of both staff and day camp participants.
14. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
15. Maintains familiarity with and executes safe work procedures associated with assigned work.
16. Perform related work as required

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
--	--

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hour Walk: 2 hours</p>	<p>TOTAL HOURS: Sit: 3 hours Stand: 3 hours Walk: 2 hours</p>
--	---

COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not necessary.</p>

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter, table, motor vehicles; courts; carpeted floor; computer work station; dirt and gravel surfaces; tile, wood and concrete floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Athletic equipment; vehicles, key board, mouse pad and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to extremes of weather and temperature; prolonged exposure to sun, may be exposed to bloodborne pathogens and communicable diseases.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of sports, recreation and leisure activities for youths and teens. Ability to create and implement a plan. Ability to effectively express ideas in oral and written form. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with City officials, Commissions, employees, and the general public. Ability to serve in a supervisory capacity. Ability to carry out oral and written instructions. Good physical condition.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Enjoy working with children and young adults. Also must work well with peers. Previous experience in similar program and/or certifications in CPR and First Aid are recommended. Valid Driver's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input checked="" type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Said schedule will be varied based on needs and season (June – August)

Classification Established: 7/1/96
Job Description Developed: 03/09/2015
Revised:03/21/18