

SUMMER CAMP SITE SUPERVISOR

Lower Providence Township, Montgomery County, is currently accepting applications for individuals to work in the Parks and Recreation Department as Site Supervisors for the 2012 Camp Perkiomy Summer Camp Season. Applicants will be responsible for the preparation, administration, and monitoring of all activities and will supervise the day-to-day operations at the campsite. The Site Supervisors must possess strong leadership and supervisory skills as well as strong administrative abilities and a creative mind.

The Site Supervisor will work closely with group leaders, camp staff, campers and parents. This person is under the general supervision of the Camp Director. Site Supervisors will be responsible for the supervision of all camp staff while on duty. Site Supervisors must be able to work under time constraints, multi-task, and work independently as well as within a team.

ADDITIONAL JOB FUNCTIONS:

- ❖ Primarily responsible for the delegation of duties of all staff members
- ❖ Recommends and carries out new ideas and activities
- ❖ Maintains proper documentation, appropriate records, and prepares reports as needed
- ❖ Provides in-camp disciplinary action, if necessary
- ❖ Ensures the site has adequate camp supplies/equipment
- ❖ Responsible to oversee the planning and implementation of camp activities ensuring everyone is informed and prepared at the beginning of each day
- ❖ Responsible to keep all staff informed of any program changes
- ❖ Responsible to evaluate programs on a weekly basis and suggest alternatives and ensure changes are made if deemed necessary
- ❖ Responsible to leave the facilities in a clean and orderly condition at all times
- ❖ Responsible to complete all Time Sheet Reports in a concise manner and submit to Camp Director prior to pay check issuance
- ❖ In the event of absence/illness of any staff member, ensures that suitable changes to the program or daily agenda are made
- ❖ Creates and distributes the weekly camp newsletter
- ❖ Acts as the primary liaison between camp staff and parents

The applicant must meet all the requirements of the job description. Enrollment in a Bachelors program in Parks and Recreation, Education, or Management is preferred. The applicant must possess at least two years job/volunteer experience in this field, current PA Driver's License with a clean driving record, and must be CPR/First Aid certified or have the ability to obtain these certifications prior to the start of employment. All positions within Camp Perkiomy are seasonal and represent an employment commitment for the duration of the camp period. Site Supervisors selected for the 2012 Camp staff are required to be available for work 7:30am – 5:00pm, Monday through Friday. All members of the 2012 Camp Perkiomy staff are also required to attend a mandatory orientation program prior to the start of camp. All candidates are subject to a drug screen, criminal background check, child abuse clearance, and FBI clearance in order to be considered.

Please send applications and resumes to Angela Johnson, Lower Providence Township, 100 Parklane Drive, Eagleville, PA 19403 or to ajohnson@lowerprovidence.org. Applications are also available at the Lower Providence Township Administration Building. Please contact Angela Johnson in the Parks and Recreation Department at (610) 635-3508 for additional information. EOE.