

One Heartland Job Description 2022 Program Supervisor

Job Summary

Under the supervision of the Summer Camp Coordinator, and together with the Aquatics Supervisor, the Program Supervisor oversees the day-to-day flow and logistics of camp activities. They ensure that the programs and activities at camp are safe, fun, appropriately challenging, and engaging for all by guiding staff in the development of programs that are impactful and intentional and supervising staff and operations of assigned program areas.

This is a full-time, live-on-site, summer seasonal position paying \$600 per week, with room and board provided.

Principal Responsibilities & Essential Functions

- Attend and facilitate training sessions during staff orientation geared towards the development of safe, fun, inclusive, and equitable camper outcomes and experiences
- Conduct pre-season and ongoing skills verifications with staff who are activity leaders
- Provide ongoing observation (through active participation), support, coaching, feedback, and training to program specialists and other activity leaders regarding their program delivery, with specialized focus on specialty areas of camp (such as archery, aquatics, challenge course, mountain biking, hiking, drama/theater, sports, art and/or leadership development); plan and facilitate meetings or other information sharing opportunities for program specialist team and assist with planning and facilitating all-staff meetings
- Ensure all necessary ongoing paperwork, inspections, organization, and other administrative tasks related to the program areas supervised are completed regularly, and areas are maintained with all needed supplies available for each group
- Work together with other staff to ensure assigned program areas and equipment are safe for use and areas are maintained with all needed supplies available for each group
- Plan and facilitate camp-wide special event programming, including all-camp days and evening programs
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns
- Act in cases of urgency or emergency in alignment with camp policies and procedures, including directing others
- Together with the Aquatics Supervisor, coordinate the daily activities schedule for campers and staff, including ensuring appropriate trained and certified staff coverage is present for all specialized programs, staff receive appropriate daily breaks, and staff are prepared and have the resources needed to lead quality activities as scheduled
- Work together with other members of the supervisory team to coordinate and support the logistics of camp life, including attending and participate in supervisory staff meetings, communicating with directors and peers about the wellness and development of staff/counselors/campers, being available and "on-call" via the use of a radio, staff time off coordination, staff appreciation, and supporting other team members and projects as needed
- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Act in a professional and friendly manner to foster positive relations with participants, families, community, volunteers, visitors, and staff

Qualifications

- Experience with youth ages 7-17
- Prior experience planning and facilitating activities with youth
- Experience in some of the following camp program areas: High/Low Ropes Courses & Climbing Wall, Archery/Slingshot, visual and performing arts, general outdoor skills/nature, bicycling, teen leadership development
- Current Archery and Challenge Course/Belay certifications (courses available during staff orientation)
- Current First Aid/CPR/AED certification (course available during staff orientation)
- Ability to direct a team, including delegating tasks
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Highly organized, logistically minded, creative, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills, particularly as related to the ability to effectively teach, direct, supervise, coach, and support other staff and diverse camper groups
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Commitment to active inclusion and making sure everyone feels welcome and celebrated
- Commitment to stewardship and conservation by using resources effectively and efficiently

Preferred Qualifications

- Prior experience working in youth sleepaway summer camp setting
- Prior experience in a supervisory role
- Prior experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS)

Physical Requirements

- Must be able to tolerate prolonged work hours
- Must be able to move about camp indoors and out and work in outdoor weather conditions
- Must be able to tolerate exposure to crowds and high noise levels
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess both physical and mental strength, endurance, and composure required to maintain constant supervision and support to campers
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.