

One Heartland Job Description 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 programming. They ensure that programs are safe, engaging, and effective for participants through the supervision of staff and operations of assigned program areas and develop and deliver assigned camp wide programming and events. They supervise multiple activity areas and provide on-going informal and periodic formal feedback to the appropriate personnel in each area of camp. 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 addressing the development of safe, fun, diverse, inclusive, and equitable participant outcomes and experiences
- Conduct pre-season and ongoing skills verifications with staff who are activity leaders
- Responsible for directly supervising Program Specialists and other activity leaders, including (but not limited to): daily check ins, informal positive and constructive feedback, support during difficult or emergency situations, and providing input and direction about creating and executing activity plans in order to meet participant goals and outcomes
 - Formal feedback will include a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer. The person in this position is responsible for filling out feedback forms for each staff member they supervise and providing information to the Program Director and Summer Camp Coordinator about job performance and recommendation for rehire.
- Together with the Aquatics Supervisor, coordinate the daily activities schedule for participants 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
- Plan and facilitate camp-wide event programming, such as all-camp days and evening programs
- 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
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns (including by those they supervise), including referral to healthcare staff or supervisor
- Act in cases of urgency or emergency in alignment with camp policies and procedures, including directing others
- Work together with other members of the supervisory team to coordinate and support general logistics, including attending and participating in supervisory staff meetings, communicating with supervisors and peers about the wellness and development of staff and participants, being available and “on-call” via the use of a radio, coordinating staff appreciation and recognition initiatives, assisting with participant arrival and departure, and supporting other team members and projects as needed, such as assisting with clean up after meals or helping prepare camp for next group of participants
- 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
- Work together with other staff to ensure assigned program areas and equipment are safe for use

- 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 in a non-peer role
- Experience planning and facilitating activities with youth
- Experience or certification in one or more of the following camp program areas: high/low ropes courses & climbing wall, archery/slingshot, visual or performing arts, outdoor skills and nature, sports (such as biking), large-group games, teen leadership development, and HIV/AIDS and/or LGBTQ+ specific programming
- Completion of Challenge Course/Belay certification (training offered onsite & attendance required as part of staff orientation)
- 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, guide, and support staff
- Ability to lead a team, including providing constructive feedback in a timely and professional manner
- Current First Aid/CPR/AED certification, including pediatric skills (course available during staff orientation)
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

Preferred Qualifications

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

Physical Requirements

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

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

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.