



# PROGRAM SUPERVISOR

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**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Senior Recreation Supervisor, Recreation Supervisor or  
Recreation Leader

**Approved:** September 1, 2010  
**Revised:** April 19, 2016  
**Reviewed:** April 19, 2016

## **JOB SUMMARY**

Under general direction of the Senior Recreation Supervisor, Recreation Supervisor or Recreation Leader assumes responsibility for administrative and management functions of an assigned program for the Recreation Center.

## **REPRESENTATIVE LIST OF RESPONSIBILITIES**

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for the guidance and safety of each child in the assigned programs.
- Participates in the hiring process with their supervisor.
- Trains, supervises and motivates assigned staff to follow guidelines set forth in the Parent Handbook and in the Washington Township Policies and Procedure manuals.
- Supervises or assigns staff to supervise children in areas other than the program site such as the pool, outside playground and locker rooms.
- Holds weekly staff meetings to ensure that each staff member understands and follows daily/weekly activity plans.
- Responsibility for the care and maintenance of the provided equipment assigned space when being used by the summer camp, including but not limited to, cleaning the program site at the end of each day.
- Maintains a positive relationship with parents, children and co-workers.
- Reviews Individual Participant Information forms prior to a child's start date to note potential medical issues involving the participant.
- Maintains accurate records of attendance, accidents and incidents involving participants in the program.
- Drives a fifteen passenger van when needed and performs daily inspections of the vehicles prior to departure and completes vehicle records.
- Prepares supply lists for the Recreation Supervisor.
- Creates computer generated forms to be used within the assigned program.
- Provides excellent customer service.



# PROGRAM SUPERVISOR

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## **REPRESENTATIVE LIST OF RESPONSIBILITIES** *(continued)*

- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High School diploma or equivalent.
- Minimum of 18 years of age.
- CPR, AED and First Aid certifications, within 30 days of hire.
- One (1) year or more of college in early childhood education, elementary/secondary education, recreation, physical education or two (2) years or more of experience with Washington Township in the Rec Center program area.

## **PREFERRED EDUCATION AND EXPERIENCE**

- Two (2) years or more of college in early childhood education, elementary/secondary education, recreation, physical education or three (3) years or more of experience with Washington Township in the Rec Center program area.
- CPR, AED, First Aid certifications.

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES**

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year or more of college in early childhood education, elementary/secondary education, recreation, physical education or two (2) years or more of experience with Washington Township in the Rec Center program area.
- CPR, AED and First Aid certifications, within 30 days of hire.



# PROGRAM SUPERVISOR

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## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- General knowledge of child development and recreation program planning.
- Ability to demonstrate creative talents/skills in youth programming and special event planning.
- Ability and experience to lead and supervise children.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES**

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Two (2) years or more of college in early childhood education, elementary/secondary education, recreation, physical education or three (3) years or more of experience with Washington Township in the Rec Center program area.
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.



# PROGRAM SUPERVISOR

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## **PHYSICAL REQUIREMENTS**

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.



# CAMP PROGRAM SUPERVISOR

## PROGRAM SUPERVISOR

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**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Senior Recreation Supervisor

**Approved:** September 1, 2010  
**Revised:** April 19, 2016  
**Reviewed:** April 19, 2016

### **JOB SUMMARY**

Under general direction of the Senior Recreation Supervisor, responsible for the administrative and management functions of an assigned camp program/age group.

### **REPRESENTATIVE LIST OF RESPONSIBILITIES**

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for the guidance and safety of each child in the assigned programs.
- Trains, supervises and motivates assigned staff to follow guidelines set forth in the Parent Handbook and in the Washington Township Policies and Procedure manuals.
- Supervises or assigns staff to supervise children in areas other than the program site such as the pool, outside playground and locker rooms.
- Holds weekly staff meetings to ensure that each staff member understands and follows daily/weekly activity plans.
- Responsibility for the care and maintenance of the provided equipment assigned space when being used by the summer camp, including but not limited to, cleaning the program site at the end of each day.
- Maintains a positive relationship with parents, children and co-workers.
- Reviews Individual Participant Information forms prior to a child's start date to note potential medical issues involving the participant.
- Maintains accurate records of attendance, accidents and incidents involving participants in the program.
- Drives a fifteen passenger van when needed and performs daily inspections of the vehicles prior to departure and completes vehicle records.
- Prepares supply lists for the Recreation Supervisor.
- Creates computer generated forms to be used within the assigned program.
- Provides excellent customer service.



# CAMP PROGRAM SUPERVISOR

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## **REPRESENTATIVE LIST OF RESPONSIBILITIES** *(continued)*

- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High School diploma or equivalent.
- Minimum of 18 years of age.
- CPR, AED and First Aid certifications, within 30 days of hire.
- One (1) year or more of college in early childhood education, elementary/secondary education, recreation, physical education or two (2) years or more of experience with Washington Township in the Rec Center program area.

## **PREFERRED EDUCATION AND EXPERIENCE**

- Two (2) years or more of college in early childhood education, elementary/secondary education, recreation, physical education or three (3) years or more of experience with Washington Township in the Rec Center program area.

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES**

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year or more of college in early childhood education, elementary/secondary education, recreation, physical education or two (2) years or more of experience with Washington Township in the Rec Center program area.
- CPR, AED and First Aid certifications, within 30 days of hire.
- General knowledge of child development and recreation program planning.



# CAMP PROGRAM SUPERVISOR

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## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- Ability to demonstrate creative talents/skills in youth programming and special event planning.
- Ability and experience to lead and supervise children.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES**

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Demonstrated experience with one (1) year or more of college in early childhood education, elementary/secondary education, recreation, physical education.
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

## **PHYSICAL REQUIREMENTS**

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.



# CAMP PROGRAM SUPERVISOR

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## **PHYSICAL REQUIREMENTS** *(continued)*

- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.