City of Cheney
Employment Opportunity

**DAY CAMP SUPERVISOR**

**SALARY RANGE:** $11.25-$13.42 PER HOUR  
**SEASONAL (JUNE - AUGUST)**  
**0 - 29 HOURS WEEKLY/NO BENEFITS**

**General Definition**
This position will plan, develop, organize, lead, and instruct the summer day camp program, which will consist of leading activities in a wide array of games, sports, arts and crafts, songs, and field trips. The Day Camp Supervisor will be responsible for the supervision of day camp participants, leaders, volunteers, the facility, and all other program operations. Other responsibilities will include behavior management of participants, record keeping, communicating with parents, and field trip supervision. The Day Camp Supervisor will plan, implement, lead, and evaluate daily recreational activities for children ages 5-12 attending the City of Cheney day camp program.

**Supervision**
The Day Camp Supervisor works under the general direction and supervision of the Recreation Supervisor and the Parks & Recreation Director. The position requires a high degree of independent judgment, initiative, and discretion.

**Essential Job Functions**
- Develop, organize, and implement all licensing aspects of the summer day camp program for youth ages 5-12 years and staff. Plan and schedule daily camp activities, field trips, swimming, and special events.
- Hire, interview, train, supervise, schedule, motivate, and evaluate assigned staff; review progress and direct changes as needed.
- Lead staff in the planning and teaching of various activities including, but not limited to, arts and crafts, nature-oriented activities, games, sports, and songs.
- Supervise and actively participate in group activities and serve as a positive role model for participants and staff at all times.
- Prepare and maintain required reports including, but not limited to, daily check-in/out sheets, activity logs, incident/accident reports, timesheets, and budget of revenue.
- Work closely on staff hours, maintaining the 1:10 ratio and turning in timesheets by the 15th of each month.
- Lead staff in the development, implementation, and evaluation of weekly activity schedules.
- Discuss and implement discipline plans with parents, Recreation Supervisor, Parks & Recreation Director, other staff, and participants.
- Work closely with all staff to develop a cooperative, supportive, and enthusiastic atmosphere for children, parents, and school district personnel.
• Oversee safety for participants and staff at all times.
• Render first aid in case of minor injury.
• Serve as point person in case of major incident regarding first aid or behavior.
• Maintain contact with the Recreation Supervisor and the Parks & Recreation Director at all times.
• Purchase and manage supplies, adhering to budgetary constraints. This includes maintaining an updated inventory of supplies and requesting needed supplies in a timely fashion.
• Oversee the cleaning of program areas and storing of equipment and supplies at the end of each day; make sure that we are in compliance with Licensing.
• Conduct staff meetings as needed.
• Attend required staff training.
• Maintain professional image and positive attitude at all times.
• Perform other tasks and duties as assigned by the Recreation Supervisor and Parks & Recreation Director.

Required Abilities
• Interact with the public in an effective, customer friendly manner, and establish and maintain effective working relationships with City staff and other organizations.
• Get along with others and work as a member of a team.
• Foster collaborative group process and efficiently use resources.
• Work independently and make appropriate decisions regarding work methods and priorities.
• Maintain confidentiality.
• Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.

Minimum Qualifications
• Must be at least 21 years of age.
• Educational background in recreation, education, or child development preferable.
• Minimum of one year experience in planning, implementing, and supervising recreational and/or educational activities for children ages 5-12.
• Supervisor experience preferable.
• Valid Washington State driver’s license.
• Current Food Handler, First Aid, Child CPR, Adult CPR, and Bloodborne Pathogens certifications required.
• Ability to successfully pass WSP and DSHS Background Check.
• Responsible for own transportation to and from various job sites.
• Ability to take initiative, make sound decisions, and trouble shoot problematic situations in an independent manner is required.
• Regular attendance is required.

Physical Demands and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
• The employee must occasionally lift and/or move up to 40 pounds.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
• While performing the duties of this job, the employee occasionally works near moving mechanical parts or in inclement weather conditions.

How to Apply
Individuals who are interested in applying for this position must submit a cover letter and resume to the Cheney Parks & Recreation Department. Applications will be taken until further notice.

Applications may be mailed or delivered in person to the Cheney Parks & Recreation Department, Wren Pierson Community Center, 615 4th Street, Cheney, WA 99004. No faxes or emails will be accepted.

For further information, please contact the Cheney Parks & Recreation Department at (509) 498-9250.

The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other basis prohibited by federal, state, or local law.