

# Program Supervisor

## **Job Description**

The Program Supervisor is responsible for all supervisory aspects of the program at Camp Akeela. They supervise all activity areas in camp and provide on-going informal and periodic formal feedback to the appropriate personnel in each area of camp. They ensure all camp program activities are planned and implemented in socially engaging ways.

The Program Supervisor may serve as a member of the Camp Akeela Leadership Team and is supervised by Kevin Trimble, Camp Akeela Assistant Director, and Eric Sasson, Camp Akeela Director. If part of the Leadership Team, they each provide input on camp activities, campers, staff and general camp wide issues in weekly meetings. The Program Supervisor attends Senior Staff orientation, and present/run several orientation sessions for counselors.

## **Key Responsibilities**

- **Supervision**
  - Responsible for directly supervising each Activity Head, the Athletics Staff, Farm & Garden Specialist, Drama Specialist, and Cooking Specialist. This supervision includes daily check-ins, informal positive and constructive feedback, support during difficult or emergency situations, and providing input and direction about creating and executing lesson plans.
  - Formal feedback will be done with all staff the Program Supervisor supervises, with the exception of Activity Heads. This includes a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer. The Program Supervisor is responsible for filling out feedback forms for each staff member and providing information to the Directors about job performance and recommendation for rehire.
- **Program Standards**
  - Ensures all programs adhere to the appropriate standards to maintain accreditation with American Camp Association and CampGroup. These include quality of program instruction, care and maintenance of supplies/equipment, and safety standards.

## **Qualifications**

Qualified candidates should meet the following criteria

- Bachelor's degree in a relevant field of study.
- Experience working with children with learning differences, ASD, or other social communication disorders.
- Experience planning and implementing lessons plans in a summer camp setting.
- Experience supervising staff in a professional setting.
- Strong interpersonal skills to deliver sound and constructive feedback.
- Effective communication skills, both written and verbal.
- Other qualities: Creative, organized, flexible and self-starter.