

Clover and Maple Supervisor Job Description

Job: This job is a seasonal summer position only. The Clover and Maple Supervisor is responsible for overseeing all campers, staff, activities, and schedules within the Cloverbud and Maple Leaf programs. The Cloverbud program is a day program for campers ages 4-6 years old. The Maple Leaf program is a day program for campers ages 7-10 years old. You must be reliable, responsible, organized, good with children and young adults, have good communication skills, leadership skills, and most of all be fun and energetic. You will work closely with the Senior Clover, Senior Maple, and Program Manager to schedule activities and special programming for campers. **Note - Admin has the right to change or alter this job description at any time at their discretion.**

Job Responsibilities:

- Serve as the main point of communication to parents regarding all daily information as well as unique situations as they arise
- Effective and clear parent/guardian communication skills
- Effective and clear communication between campers/counselors and supervisory staff
- Organize, Facilitate, and Maintain an effective drop off and pick up system
- Maintaining program paperwork and records including attendance, medical information, and other pertinent forms, ensuring accuracy and retention
- Work closely with the Maple and Clover Senior Counselors and Program Manager about schedules, activities and programs and report any changes or issues directly in a timely manner.
- Coordinate with the Maple and Clover Senior Counselors on effectively scheduling off periods and ensure there is appropriate coverage at all times
- While this program is limited and varies from Marshall programs, the supervisor must ensure that all Maple/Clover campers receive appropriate and adequate programs each day including outside programs (swimming/boating/farm etc.) and in house programming such as sports and games, arts and crafts, hiking etc.
- Work closely with the Maple and Clover Senior Counselors to ensure the programs run smoothly and efficiently, plan classes and activities as needed, ensure the schedule is followed each day, and make effective changes as needed to ensure campers are getting the full camp experience and all related activities
- Ability to support staff as needed dealing with any camper related issues, staffing related issues and to support in any way needed to the best of your ability, bringing in the Assistant Director as needed
- Work closely with the Maple and Clover Senior Counselors and Admin Team as needed to handle any behavioral or disciplinary actions

- Oversee all campers and staff, assist with issues as needed and ensure all counselors are doing their assigned duties in a positive and efficient way and are aiding in providing a fun and safe environment for everyone in the program
- Ability to successfully manage, coordinate, and evaluate staff at all times
- Ability to train and observe staff within their program, effectively coach to improve behaviors as needed, correct negative behavior, and evaluate performance behaviors both positive and negative, prioritizing urgent feedback as necessary
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to problem solve, utilize quick thinking skills, and resolve situations in emergency scenarios
- Ability to observe, recognize, and resolve bullying and homesickness utilizing skills obtained through staff training
- Ability to discreetly deal with sensitive camper issues, such as bathroom accidents etc.
- Ability to recognize when a camper or staff member is in need of medical attention, regardless of camper/staff desire
- Ability to delegate and assist with the completion of tasks related to keeping the campers environment clean such as chores, program area set up/clean up, and general cleaning
- Assist counselors with group management techniques to help get the campers to scheduled program areas, activities and meals on time
- Monitor Maple/Clover lunch to ensure camper safety and nutrition during meals
- Organize staff to assist campers, ensure campers eat an appropriate amount, find an acceptable meal alternative as needed, pay attention to allergens, and assist campers in after meal clean up
- Maintain order in the dining hall with appropriate behavioral standards being enforced
- Enthusiastic participation in activities (songs, day/evening activities etc.)
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols
- Other duties as needed and as assigned from Admin Team

Job Requirements:

- Must be 21 years of age or older
- Must be CPR/First Aid certified (Camp can provide if not currently certified)
- Must complete CORI/SORI/NSOR (provided by Camp)
- Previous work in a leadership/management position of at least 1 year (in any setting)
- Previous work with children of at least 1 year (in any setting)
- Must have the physical ability to assist campers and other staff in an emergency situation (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers and maintain direction with staff
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs.
- Follow and enforce all Camp Marshall policies and procedures
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols