

Job Title: YCS Camp Supervisor

Responsible to: [Assistant Administrator](#)

Education Required: High School Diploma

Responsibilities:

- Attend pre-camp planning meetings and orientation.
- Assist [Assistant Administrator](#) with assignments and lodging for staff and campers.
- Assist with arrival/departure of staff and campers.
- [On the first day of camp, make sure that counselors ensure that each item of children's clothing is labeled with child's name and site name, and that each counselor completes clothing checklist for each child to verify items brought to camp.](#)
- Monitor program implementation.
- Provide supportive supervision to counselors and residents.
- Arrange coverage for breaks for counselors.
- Review incident reports and take necessary steps for completion.
- Ensure all counselor documentation (including but not limited to log sheets, incident reports, and health logs) is completed appropriately.
- Lead meetings with counselors, as needed.
- Attend daily meetings with [Assistant Administrator](#).
- Assist [Assistant Administrator](#) with camp setup on the day before camp begins.
- [Ensure living areas and bathrooms are cleaned by counselors.](#)
- Make recommendations to [Assistant Administrator](#) for staff disciplinary events.
- Make sure each staff member has cleaned out his/her cabin before leaving camp.
- Conduct physical inspection of campgrounds and structures on a regular basis.
- Provide coverage for counselor and overnight counselor, when necessary.
- Follow YCS policies and procedures and Camp policies and procedures.
- Evaluate camp policies and procedures at end of camp
- Complete evaluations of staff at end of camp.
- Support overall operations of camp.
- Complete any other assignments at request of Supervisor.