

# Children's Association for Maximum Potential



**Position:** Program Supervisor

**Pay Classification:** Exempt

**Reports to:** Assistant Camp Director, as designated

**Purpose of Job:**

- Plan, budget, implement, and supervise staff for Parents Night Out (PNO) and Teen and Adult Day Adventure (TADA).
- Assist with planning, implementation, and supervision of staff for all assigned Summer and School-Year Programs.
- Provide primary strategic support, management, mentorship, training, recruitment, and supervision of Volunteer Counselors participating in all programs.

**Essential Job Functions:**

- Ensure safety of all persons in all CAMP programs.
- Directly supervise and provide support for all programs and be on-site or on-call, as needed or assigned.
- Directly supervise and provide primary strategic support and engagement to volunteers during Summer Camp.
- Design activities and plan schedules for PNO and TADA.
- Assist with budgeting and managing financial aspects of assigned programs, including ordering supplies and equipment necessary to support programs.
- Complete all assigned documentation within timeline defined by organizational policies or supervisors' written expectations.
- Assist specified Assistant Camp Director in working with volunteer services to develop and implement plans for recruitment, retention, training, and supervision of seasonal staff and volunteers for all programs, including site supervisors as appropriate.
- Assist both Assistant Camp Directors in developing and leading a culture of dignity, respect, accountability, integrity, support, and mentorship for all programs.
- Assist Chief Program Officer/Executive Camp Director and both Assistant Camp Directors with ACA and Health Department compliance, including maintaining current written documentation as required.
- Assist Chief Program Officer/Executive Camp Director and both Assistant Camp Directors in developing sound policies and procedures and implementation for each program, including crisis and emergency management plans.

**Qualifications:**

- Associates degree or higher in education, management, or recreation (or equivalent).
- CTRS (Certified Therapeutic Recreation Specialist) Preferred
- Willing to pursue additional academic, educational, and/or camp-related instruction.
- Supervisory experience in camping programs preferred.
- Knowledge of developmental disabilities.
- Experience with designing and implementing programs for children who have medical conditions or disabilities.
- Excellent communication skills-both written and verbal.
- Ability to treat all people with respect, dignity, and professionalism.
- At least 21 years of age.
- Current CPR and First Aid Certification or willingness to obtain.

**Work Schedule:**

- In general, employee should work no less than 38 hours during the school year.
- Camp Program Specialist will work maximum hours necessary during summer camping season.

**Physical Requirements:**

- Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.
- Must possess the physical energy needed to perform duties during a 12- to 15-hour day, 6-day week.
- Must be able to lift and transport 30 lbs.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

# Children's Association for Maximum Potential



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For over 40 years Children's Association for Maximum Potential (CAMP) has strengthened and inspired children and adults with medical, physical, developmental, intellectual, and behavioral needs through a variety of programs. CAMP is seeking a Program Supervisor (PS), whose responsibilities will be to support our summer (residential) and school-year (weekend overnight, day, and evening programs) and assist in recruiting, hiring, training, supervision, and mentorship of qualified staff and volunteers for all programs. The PS will also be responsible for planning and executing CAMP's Parent's Night Out (PNO) and Teen and Adult Day Adventure (TADA) programs. Supervisory experience, creativity, organizational skills, and a positive attitude are all important for this position. CTRS preferred. Benefits include health insurance, a generous leave program, 403b with employer match up to 3%, and support for continuing education. Compensation for this position also includes on-site semi-private housing, with most utilities paid. Starting salary is \$35,652. For full job description, visit "Apply" link below. To apply, email cover letter and resume to [hr@campcamp.org](mailto:hr@campcamp.org) with subject "Program Supervisor." (Center Point/San Antonio, TX)