



Camp Program Supervisor

Reports to: Camp Program Manager (CPM)

Job Shift: 12+ Hour Shifts

Position Type: Full-Time Temporary/Seasonal

Employee Status: Exempt

Job Category: Summer Programs

Level: Leadership

Direct Reports: Activity Director, Unit Leader

Job Summary:

The Camp Program Supervisor is a member of the summer leadership team and sets goals for job performance for all summer staff members that comply with FVCA's plans and vision for camp. He/she is often tasked with organizing workflow and ensuring that staff members understand their duties or delegated tasks. The Camp Program Supervisor also monitors staff productivity and provides constructive feedback and coaching when necessary.

Role & Responsibilities:

- To assist the Camp Program Manager (CPM) in coordinating all aspects of FVCA summer camp programs.
- To supervise, encourage, support and care for all summer camp team members. Pour into them with time, prayers, energy, assistance and encouragement.
- To lead summer camp alongside the Camp Program Manager (CPM) and step into the role of Camp Program Manager when he is absent.

- Maintain a daily active presence with summer camp staff outdoors on campgrounds and in FVCA's buildings for hands-on coaching and instruction while camp programming is live.
- Frequently engage campers and provide coverage for any gaps of supervision by the summer staff.
- Follow all guidelines of FVCA, including the philosophy, goals, and objectives.
- Assist with program evaluation at the end of each session, and at the end of the summer.
- Plan and guide weekly briefings with the summer leadership team and lead morning staff meetings on Fridays.
- Help support team members with camper discipline and provide behavior interventions when necessary.
- Hold all summer camp staff accountable to work tasks and enforce FVCA's disciplinary policy regarding any performance issues.
- Meet 1-on-1 weekly with direct reports to listen, guide and support them in their roles.
- Lead initial and refresher training sessions for camp staff.
- Monitor and assist, when necessary, in all activities in the area of the camp.
- Cover campus weekend supervision as part of a rotation schedule for leadership staff which also includes managing the check-in and check-out process for all staff leaving and returning back to campus.
- Ensure that camp logs and other documentation is completed accurately in a timely manner.
- Be available to speak to parents of campers regarding issues that they are experiencing in camp.
- Provide daily end-of-day supervision and perform rounds for the closure of each camp session for the day which includes enforcing our light's out policy.

- Be available to respond to any emergency situations or crises after hours and be on-call to assist staff with camper behavior in the cabins at night.
- Enforce FVCA's Summer Staff Standards of Conduct and Policies to all summer camp staff.
- Partner with the activity leaders to make sure the programming schedule runs smoothly.
- Approve time off requests and help the Camp Program Manager (CPM) with budget management.
- Properly file and manage the incident reporting process.
- Complete tasks and or assignments above and beyond this job description as needed.

Requirements/Qualifications:

- Have a life that exemplifies a relationship with Jesus Christ which also impacts the lives of others.
- Must have regular church attendance and a pastor/church leader reference.
- Experience as a former FVCA camp staff member is preferred for this role.
- Must be authorized to work in the U.S.
- Must be able to pass a state and federal background check.
- Must enjoy being outdoors for long periods of time, live in missionary like conditions and end love camp activities.
- Must have a valid driver's license.
- Must have great interpersonal skills.
- Supervisory experience is preferred but not required.
- Experience working with children from low income communities.
- Must be able to adapt and relate, cross-culturally and embrace diversity.

- This position requires temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August.