

SUMMER CAMP MANAGER



Reports To: Summer Camp Coordinator

FLSA Status: Non-Exempt

Job Type: Seasonal

General Function:

The Summer Camp Supervisor is responsible for overseeing daily camp operations, supervising counselors and program staff, and ensuring a safe, fun, and structured environment for all campers. This role involves direct support to Camp Counselors, camper behavior management, and coordination of camp activities to ensure programs are executed effectively and align with the camp's goals and standards. Duties are performed under the direction of the Summer Camp Coordinator. Serves as an integral part of the Summer Camp Leadership Team.

Essential Functions:

Attendance: punctual and regular attendance required.

Program Oversight: Help plan and implement daily schedules, activities, and special events. Ensure all camp programs are age-appropriate, inclusive, and engaging. Maintain program quality and troubleshoot logistical or staffing issues as they arise.

Staff Supervision: Lead, support, and evaluate a team of camp counselors and activity leaders. Monitor staff performance and provide coaching, guidance, and conflict resolution. Assist with staff scheduling and ensure appropriate coverage and supervision ratios.

Camper Safety and Engagement: Monitor camper well-being and behavior, providing direct support when needed. Enforce safety protocols and ensure all incidents are documented and reported appropriately. Communicate with parents/guardians as necessary regarding camper needs or issues. Personal interaction with campers and parents is required daily. Must be able to communicate clearly with campers, parents, and staff members.

Administrative Duties: Conduct daily check-ins with staff and campers to ensure smooth operations. Maintain attendance logs, incident reports, and activity evaluations. Support the Summer Camp Coordinator with operational tasks, supply management, and staff training.

Other Duties: Must maintain good working relationships with all City employees, pool staff, the public, parents, and campers. Must set a good example for campers by encouraging respect for others, their personal property, camp equipment, and City facilities.

Equipment Used:

Computer, tablet, calculator, copy machine, cell phone, telephone, and a variety of miscellaneous office equipment, and software packages.

Minimum Requirements for Entry to Position: Must have at least 2 years of experience working in summer camp or other youth programs. Excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of camp administration and recreational programming. Knowledge of necessary safety protocols to ensure a safe environment for campers, employees, parents, and the public. Must have the ability to understand and follow oral and written instructions. Must be available for the entire camp season, including training and wrap-up.

Special Requirements: Ability to work outside the normal 8 am to 5 pm workday, and to work various shifts as necessary. Current CPR/AED certification (or willingness to obtain).

Physical Requirements: Ability to move from one place to another both inside and outside the Recreation Center and Aquatics Facility; ability to communicate effectively with campers and staff and to listen and understand to what they are saying, ability to lift and transport items up to 20 pounds from one area to another. Ability to remain in a stationary position for extended periods of time while working on a computer.

Pay Range:

\$16.00-20.00 per hour

About the City of Wyoming:

The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

The City of Wyoming is proud to be an Equal Employment Opportunity Employer.

Approved: _____ Date _____
City Manager

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.