

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Wide World of Summer – WWS Plus Program – Supervisor
- REPORTS TO:** WWS Co-Supervisors  
Coordinator of External Programs
- JOB GOAL:** Supervise the implementation and daily operations of the WWS Plus program. Work collaboratively with the coordinator, supervisors and Plus team to ensure a successful learning environment within a summer camp which provides academic continuity and support for students during the summer months.
- QUALIFICATIONS:** Principal and/or Supervisor certification preferred.  
Certified teacher with 2 years recreation, education, or camp experience with children from grades 1-5.  
Strong interpersonal and communication skills.  
Required criminal background check and proof of US citizenship or legal resident alien status.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise WWS Plus staff to ensure all schedules and guidelines are followed appropriately.
2. Supervise and facilitate camper's learning as they participate each week in hands-on activities.
3. Communicate with parents, WWS supervisors, and the Coordinator of External Programs regarding staff and/or student concerns and needs.
4. Ensure all necessary and reasonable precautions are taken to protect students, equipment, materials, and facilities.
5. Manage daily administrative tasks.
6. Uphold and enforce school and camp rules, administrative regulations, Board policy, state and federal law.
7. Any other duties deemed necessary for the effective and efficient supervision of the program.

Date Approved: 3/24/22

