

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Wide World of Summer Supervisor

**REPORTS TO:** Director of PACE

**JOB GOAL:** Work collaboratively to develop and plan an eight-week summer program for children in grades 1 through 6. Supervise and facilitate campers' learning. Interview, hire and train camp staff.

**QUALIFICATIONS:**

1. Certified teacher with 2 years recreation, education or camp activities experience with children from grades 1-6.
2. Strong leadership, management and organizational skills.
3. Must be a quick and critical thinker, personable, and articulate.
4. Demonstrated ability to work within a team environment.

## PERFORMANCE RESPONSIBILITIES

Develop and carry out curriculum, programs, special events and projects for approximately 175 children ranging in age from grades 1 through 6.

1. Planning and development of an eight-week summer program, including weekly field trips, for children in grades 1 through 6.
2. Implement programs for eight weekly themes for all grades, 1-6 and assist in the ordering of necessary materials.
3. Supervise and facilitate campers' learning as they participate each week in hands-on activities, camper-designed explorations, and computer-based simulations and investigations that are theme based.
4. Interview, hire and train camp staff in cooperation with PACE Director.
5. Manage over 20 full-time teachers and staff.
6. Ensure that camp counselors follow all schedules and guidelines and fill in with camp counselor activities as required.
7. Ensure safety of all campers during classroom and outdoor instruction.
8. Overall supervision of children, plan and conduct group activities, games and sports, thematic units, special events, and lesson plans.
9. Ability to communicate effectively with children and adults.
10. Regular and substantial contact with children.

Date Adopted: 5/12/09

JD/PACE