



## JOB DESCRIPTION

<b>JOB TITLE: Camp Supervisor</b>	<b>Date: 1/10/2025</b>
<p><b>Work Hours:</b> Full-time limited-term employment (LTE). In addition to the 7 weeks of camp (June 16 - August 1), this position will include approximately 1-2 weeks of pre- and post-camp coordination, including the oversight of campers in the Sweet Pea Parade. M-F 8 am – 4 pm.</p>	<p><b>Wage:</b> \$18.00/hour</p>

**Essential Job Functions Include:**

*(Other duties may be assigned by the Volunteer & Outreach Manager per training, and qualifications)*

Program coordination & Preparation:

- Plan and coordinate camp curriculum and activities as well as create new material to enhance the camp experience.
- Lead and supervise 2 counselors in providing a positive, safe, and educational experience for up to 25 campers at a time, ages 6-12.
- Work with the Volunteer & Outreach Manager and Operational Staff to learn Pet Pals curriculum and animal handling/enrichment policies and procedures.
- Act as a primary facilitator and leader of camp participants and counselors.
- Coordinate and lead camp activities.
- Assist with communication between speakers and staff; organize special camp presentations.
- Assist in completing training program for camp counselors.
- Maintain the health and welfare of animals that participate in camp.
- Maintain a clean and organized environment wherever camp activities are held.
- Provide critical and timely feedback to the Volunteer & Outreach Manager throughout camp.
- Must maintain a high degree of customer service at all times.

Administrative:

- Conduct exit interviews with camp counselors to determine future improvements.
- Work with the Volunteer & Outreach Manager to prepare and maintain budgets and other appropriate program records.
- Exhibit values and philosophy of The Heart of the Valley.
- Special machines, tools, and equipment used include an industrial washer/dryer, computers, and standard office equipment.

Qualifications:

*To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.*

- High School education or GED.
- Must be comfortable working with children of varying ages and animals of all kinds.
- Must achieve certification in First Aid and Child CPR before the first camp session.
- Must be able to work outdoors in all types of weather.
- Ongoing commitment to the mission, policies, and goals of HOV.
- Must pass a background check and have a clean driving record.
- Experience in a Supervisory role is preferred but not required.

**Application Instructions: Complete the application for employment on Heart of the Valley’s website. Please include a resume and references. Direct any questions to Madi Carlson, Volunteer & Outreach Manager:**

**[volunteer@heartofthevalleyshelter.org](mailto:volunteer@heartofthevalleyshelter.org) or (406) 388-9399 ext. 223.**

I understand the requirements of this position. I also understand that the duties listed above may not be all-inclusive of the duties I will be required to perform.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Disclaimer: This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran of the Vietnam era. This organization is an Equal Opportunity Employer.