



Interested in joining a dynamic team working to help people and pets in our community? Join the HOV team!

Job Title: Summer Camp Supervisor	Department: Outreach
Status: Full Time / Non-Exempt / Seasonal	Pay Rate: \$18/hr
Benefits Eligible: No	Posting Created: January 3, 2025
Hours: Monday – Friday / 40 hours per week June 16 – August 1, 2025 (1-2 weeks of pre-camp training and post camp breakdown required.)	

Position Summary: Works with the Volunteer & Outreach Manager and Co-Counselor to supervise and facilitate weekly sessions of Heart of the Valley Pet Pals Day Camp. Responsible for supervising 2 Co-Counselors and up to 25 youth, ages 6-12, for 7 one-week sessions. Participates in the 2025 Sweet Pea Parade. Assists in developing camp curriculum and activities. The Camp Supervisor works closely with camp staff and volunteers and the Volunteer & Outreach Manager and must act as part of a harmonious team. Additional duties will be assigned as needed to meet the needs of HOV at the discretion of the Volunteer & Outreach Manager. This position reports to the Volunteer and Outreach Manager.

Essential Duties & Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

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 Co-Counselors and camp attendees to ensure a safe and positive learning environment for all participants, regardless of age or ability.
- Work with the Volunteer & Outreach Manager and Operations staff to learn Pet Pals curriculum and animal care/handling/enrichment policies and procedures.
- Assist in the training for camp counselors prior to the beginning of camp.
- Assist in communication between speakers and staff; organize special group presentations.

- Present a professional and friendly interface with parents/guardians of camp participants at all times.
- 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.
- Other duties as assigned.

Administrative:

- Conduct exit interviews with camp counselors to identify opportunities for improvement.
- Work with the Volunteer & Outreach Manager to prepare and maintain budgets and other appropriate program records.

Specialized equipment provided and necessary for completion of these duties include; industrial washer and dryer, computer, standard office equipment, HOV van

Qualifications & Requirements: The requirements listed below are representative of the knowledge, skills, and ability required.

- High School Diploma or GED.
- Must be comfortable working with children of varying ages and abilities.
- Must be comfortable with all types of animals.
- Obtain First Aid and Child CPR certifications prior to the first camp session.
- Must pass a background check and have a clean driving record.
- Able to work outside in all types of weather.
- Ongoing commitment to the mission, vision, policies and goals of HOV.
- Supervisory experience is preferred, but not required.

To Apply: Visit our website at <https://www.heartofthevalleyshelter.org/about-us/#Employment> to complete our online application. To be considered as a candidate for this position, an online application must be submitted. Please include a resume and references. Contact Madi Carlson, Volunteer & Outreach Manager at volunteer@heartofthevalleyshelter.org or 406-388-9399 ext

I understand this job description is intended to only provide an overview of the job responsibilities and requirements. It is not intended to be construed as an all-inclusive list of duties, skills, and abilities. Additional job duties and requirements may be assigned by supervisors as necessary. This job description does not represent an expressed or implied contract of employment, and Heart of the Valley reserves the right to change this job description and/or assign tasks as the needs of the organization dictate.

Signature: _____

Date: _____