



**Job Title:** Kids Camp Supervisor

**Department:** Special Events

**Salary Range:** \$15 .00 per hour

**Supervisor:** Special Events/Marketing Coordinator

**Application Deadline:** April 15, 2021

### **ESSENTIAL JOB DUTIES**

- \* Supervisors will serve as role models and use positive youth development strategies in the workplace.
- \* Supervisors will be responsible to plan and lead indoor activities and outdoor excursions with small groups of youth.
- \* Supervisors must be able to plan, lead and actively participate in games/programs with children ages 3-14.
- \* Supervisors will supervise and guide campers on adventures.
- \* Supervisors will provide a fun, safe and supportive environment for campers to challenge and enjoy themselves.
- \* Supervisors will monitor youth behavior and assist in developing fun age appropriate activities.
- \* Supervisors will work with full time staff to plan weekly theme activities.
- \* Supervisors will be responsible for the preparations, implementation and evaluation of activities as well as mock drills.
- \* Supervisors must be able to attend all mandatory trainings and meetings as required by WPRD.
- \* Supervisors work week is Monday through Friday with locations including Spring Lake Park, Davidson Park and the Williston Area Recreation Center (ARC).
- \* Supervisors will coordinate and maintain supplies necessary to run the camp.
- \* Supervisors may have duties added as needed.
- \* CPR/AED & First Aid Certification is required. You will be able to obtain this through WPRD.
- \* Supervisors must be available from June 2, 2021 through August 6, 2021

### **LEVEL OF SUPERVISION/RESPONSIBILITY**

- \* Employees will be supervised by the Special Events/Marketing Coordinator.
- \* Employees will perform duties according to general policies and guidelines established by the WPRD.
- \* Employees will be reviewed for overall soundness in practice and conformance with general goals and policies.

**IDEAL CANDIDATE:** Previous work experience required. Previous camp experience highly preferred.

**SELECTION CRITERIA:** Applicants whose experience and training are most closely suited to the needs of WPRD will be selected for interviews. Criteria will be based on knowledge, skills and abilities necessary for the position.

**REQUIRED IN APPLICATION:** Resume (if you have one), Cover Letter, WPRD Job Application, WPRD Background Check and Vacation Request. Applications will be accepted via US Mail or E-Mail.

**MAILING ADDRESS:** Williston Parks & Recreation District  
Attn: Miranda Iblings, Special Events/Marketing Coordinator  
PO Box 1153  
Williston, ND 58802

**E-MAIL ADDRESS:** Miranda@WPRD.US

**ADDITIONAL INFORMATION:** For additional information, visit [www.willistonparks.com](http://www.willistonparks.com) or call Miranda at 701-774-9773.