



Job Title: Extended Day Supervisor

Reports To: Camp Site Director

Brief Description: The main responsibility of all staff is the campers' safety and wellbeing -- all day, every day. TIC staff members enjoy creative independence, a stimulating and spirited atmosphere, and the camaraderie of brilliant and energetic peers. TIC Summer Camp is committed to a personal approach in all its activities. The staff makes sure that campers are given real choices, guidance in making those choices, and lots of personal attention. The job description below lists the minimum essentials. Staff members are sometimes asked to do tasks not explicitly stated here. It is expected that all staff will do whatever needs to be done for the good of the camp.

General Requirements:

- Energy, creativity, and patience. A love of learning and zest for life.
- Strong written and verbal communication skills.
- Friendly, tactful, diplomatic and proven customer service skills.
- Experience in teaching/coaching is a plus.
- Ability and desire to work in a stimulating, fulfilling, and sometimes silly environment while maintaining good judgment and safety.
- Availability for the entire summer, including staff training. Dates for the MD & VA sites are June 18 through August 17, 2012; DC dates are June 11 through August 10, 2012.

Acceptance of a TIC contract is a primary commitment; a second job is allowed only when it is not detrimental to job performance at TIC. TIC runs day camps in the DC area with no resident facilities; out-of-towners must find their own housing.

Job Related Requirements:

- Ability to design and supervise the extended day program from 3:00 to 6:00 pm each day.
- Must have experience leading, teaching or working with children.
- Must have (or is able to obtain) First Aid and CPR certification.
- Supervisory experience a plus.

Supervisory Responsibilities: Counselors and campers in extended day.

Specific Job Duties:

- Designs and implements the extended day (after care) program for approximately 30-40 children of varying ages for three hours each day, ensuring maximum safety and TIC spirit.
- Plans and supervises the daily use of extended day space and activities for campers, including setup and cleanup.
- Maintains extended day equipment and supplies, advising Camp Director of additional needs.
- Obtains and prepares a nutritious daily snack, being aware of any food allergies.
- Supervises 3 to 5 revolving counselors each day, tracking their hours in a provided log.
- Records camper attendance, signing out by parent/guardian, and drop-in payments.
- Interacts with parents, notifying them of any behavior issues or payments due for extended day.
- Prepares and presents an "extended day workshop" during staff training.
- Prepares weekly sign-up sheet for counselors to work on certain days.
- Maintains standards which promote the health, safety and welfare of all participants.
- Provides feedback on activities (campers and staff) to immediate supervisor on a regular basis.

This is a part-time, summer only position from 2:30 to 6:30 p.m. for the 8-week season. A benefit to a parent: free camp tuition for a child. Pay is commensurate with experience.