



## **SPECIALTY SUPERVISOR JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Entering College Senior or older
2. Experience significant for position, two or more years in a leadership/supervisory position.
3. Creativity, energy and enthusiasm
4. At least three years Resident Camp Experience, two years as a counselor or specialist
5. Strong Judaic knowledge and program experience
6. Ability to accept supervision and guidance & function both independently and as part of a team
7. Ability to actively supervise staff assigned to unit/specialty area
8. Must pass Pennsylvania Child Abuse History Clearance & State Police Criminal Record Check.

### **GENERAL**

1. Complete your job as per the guidelines set forth in the Program Procedures. Follow all rules, regulations, policies and procedures as stated in the EKC Staff Manual and Operating Procedures.
2. Alert your supervisor to any problems in your unit/area and communicate with him/her daily.
3. Follow and adhere to all procedures and guidelines in association with the American Camping Association.
4. Actively participate in staff training week.
5. Lead weekly meetings for staff in unit/specialty area.
6. Assist other administrative staff in work-related duties as needed and/or required.
7. Coverage responsibilities as assigned & as necessary, including special events, Super OD, after-hour OD and all-camp programming.
8. Assignments as scheduled, including 2-3 trips away from Pittsburgh for luggage and camper pick-up/drop off requirements and/or responsibilities at the JCC in Pittsburgh for luggage and camper pick up/drop off.

### **SPECIALTY SUPERVISOR SPECIFIC RESPONSIBILITIES**

1. Accountability for the health, safety and whereabouts of all campers in specialty area.
2. Develop well-rounded, exciting and age-appropriate activities for campers.
3. Create weekly lesson plans by age and by unit for activities in your specialty area.

4. Act as role model and teacher and offer guidance & support to all campers and staff.
5. Direct counselors to manage campers and to directly help campers deal with issues, challenges and problems as necessary.
6. Participate in the daily camp routines.
7. Actively participate in evening programs, all camp programs and special events.
8. Attend and actively participate in staff orientation, staff training, specialist meetings, and all-camp meetings.
9. Oversee the cleanliness and appearance of specialty area and proper handling and maintenance of all camp equipment.
10. Direct supervision of all staff working in specialty area, including at least one weekly meeting with each supervisee. Provide immediate direction & guidance when necessary.
11. Ensure safe operation, security and maintenance of all equipment and supplies in specialty area.
12. Evaluate in writing, the program, staff, and procedures, making suggestions and recommendations for the future.
13. Coordinate and oversee use of specialty area by daily activity groups, special program use and other uses as needed.
14. Responsible for guiding specialists to mentor and train Staff-in-Training (SITs) assigned to specialty area.