



## **Title: Day Camp Supervisor**

**Classification:** Part-time, year-round, non-exempt  
**Department:** Programming  
**Reports to:** Program Co-Director  
**Wage:** \$15.00 per hour

### **JOB SUMMARY:**

This position will supervise and actively participate in all aspects of camp operations including creating camp curriculum, leading paid and volunteer staff, fostering a positive and respectful learning environment, instructing campers, ensuring camper safety, and fostering positive relationships with camp families, while maintaining a high-energy attitude and being the first and last person smiling each day.

Daily responsibilities will include the oversight of camp activities, from initial drop-off to last pick-up. Examples of typical duties include but are not limited to ensuring that the camp curriculum and activities are followed by the camp counselors; developing and fostering positive behavior management for campers (addressing incidents as needed); providing regular communication with parents/guardians; mentoring, coaching and providing feedback to staff; and so on.

### **SPECIFIC DUTIES:**

- Provide exceptional customer service to all museum guests, especially program participants and their families.
- Develop, modify, oversee, evaluate, and implement day camp curriculum and programming, including early drop-off and late pick-up options.
- Lead programming as needed, either as a part of the normal camp, or fill in when someone is absent, including as needed for the early drop-off and late pick-up sessions.
- Lead programming at winter break and spring break camps.
- Always ensure the safety of all camp participants, staff, and camp volunteers during camp.
- Participate in the hiring, training, supervision, and evaluation of camp staff, including high school junior counselor volunteers. Provide coaching, mentoring, encouragement, and support proactively. Foster and maintain a professional, respectful, cooperative, team-based work environment.
- Lead training as needed for camp staff and junior counselor volunteers, including, but not limited to: CPR/first aid, diversity and inclusion workshops, recognizing and preventing bullying, strategies for working with youth with disabilities, training to do crafts/activities for specific grades/camps, and other American Camp Association mandated trainings, etc.
- Lead day camp staff meetings (June – August)
- Troubleshoot problems as they arise, including but not limited to severe weather, child safety, campers arriving late or leaving early, etc.
- Coordinate/order supplies for camp programming

- Review camp policies and procedures annually, updating and implementing changes proactively, including keeping an up-to-date operation manual
- Ensure that the camp program follows American Camp Association (ACA) standards to ensure accreditation compliance, and maintain necessary documentary support for review and renewal purposes
- Act as AED program coordinator: manage day-to-day aspects, establish and document policies that govern placement, maintenance, and use of AED as well as training personnel
- Serve on the camp scholarship committee, which awards needs-based scholarships to potential camp participants
- Other duties as assigned

**Supervisory responsibility:**

- Supervises seasonal staff camp counselors and intern camp counselors
- In coordination with the Department Director, trains and supervises camp volunteers

**QUALIFICATIONS:**

Experience

- 3 – 5 years working with children in an informal learning environment
- 1 – 3 years previous experience managing a program for children
- Knowledge of American Camp Association (ACA) accreditation standards or similar program accreditation process a plus

Education

- College graduate with a major in education, family & consumer science, history, museum studies, recreational studies, or related field
- High school diploma or GED required
- Working knowledge of educational theory, child development theory, and positive behavior management techniques
- First aid and CPR certification a plus
- Valid driver's license required

Competencies and Skills

- Must love working with people of all ages
- Strong work ethic
- Excellent interpersonal, communication (verbal and written), and organizational skills
- Creative, crafty, willing to learn and to try new things
- Innovative, detail-oriented, flexible, and able to multi-task
- Excellent teambuilding, supervisory and mentoring skills
- Ability to manage conflict, and to recognize exceptional work
- Computer experience, especially with the Microsoft Office package of programs

Work environment

- Must enjoy working in a dynamic, fast-paced, team-oriented workplace.
- Able to work outdoors in nature much of the day, in accordance with Iowa weather, sometimes in adverse conditions (heat, rain, cold)
- Able to perform physical tasks (lift 50 lbs.) with physical mobility
- Able to present a professional image over the telephone, via email and in person

**Position Hours:**

The work environment includes both indoor work typical of an office environment, and outdoor work typical of an outdoor camp environment. The work schedule will vary according to the season and when camp programs are scheduled.

Most hours occur Monday – Friday but can include weekend and evening hours as needed.

From April through August, this position averages 30 – 40 hours per week.

From October through April, this position averages 10 – 20 hours per week.

At winter and spring break, this position is expected to serve as the primary camp counselor.

**GENERAL INFORMATION:**

Living History Farms' Summer Day Camp sessions typically run Monday – Friday. Most campers are at camp from 9:00 – 4:00 daily. Campers in grades kindergarten and first grade are at camp for half-days, either mornings or afternoons. Each day camp group will spend time during the week at a different historical site at the 500 – acre, open – air museum. Camp activities include projects, activities, crafts, and games that reflect various time periods: 1700 (Native American), 1850, 1876, 1900 and today.

Living History Farms' Day Camp program is accredited by the American Camp Association (ACA), the only nationwide organization that accredits all types of organized camps. ACA accreditation verifies that a camp has complied with up to 300 standards for health, safety, and program quality.

Visit [lhf.org/events-and-programs/day-camps](http://lhf.org/events-and-programs/day-camps) for more details about day camp.

Living History Farms is an interactive outdoor museum which educates and connects all people to the many stories of Midwestern rural heritage. It is a private, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters recreate the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically runs approximately May 1 – October. For more information, please visit [lhf.org](http://lhf.org).

Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.

**Application procedure:**

Send resume and cover letter with official Living History Farms application (available at [lhf.org/employment](http://lhf.org/employment)) to:

Living History Farms  
Ruth Haus, President  
2600 111<sup>th</sup> Street  
Urbandale, IA 50322

Email: [rhaus@lhf.org](mailto:rhaus@lhf.org)

**Deadline to apply:** Open until filled.

**Questions:** Daniel Jones, Programming Co-Director; e-mail: [education@lhf.org](mailto:education@lhf.org)

**Updated:** 12/21/2021 rh/dj