
Job Description – Summer Enrichment Camp Supervisor

Primary Function: Under the direction of the Community Programs Assistant Director, oversees daily operations of the Enrichment Summer Camp program and ensures safety, security and program procedures are met.

Responsibilities/Duties:

- Implement LTISD Community Programs Enrichment standards and procedures to ensure consistent, high- quality program delivery.
- Oversee daily campus enrichment operations, ensuring smooth, efficient execution of all activities.
- Serve as the central point of contact for campus enrichment operations, providing timely communication and escalation of concerns and program updates to the Community Programs Assistant Director.
- Enforce safety and security protocols to maintain a safe and structured environment for all students.
- Oversee camper check-in/check-out procedures and ensure all safety protocols are followed.
- Lead, support, and supervise camp counselors, specialists, and support staff.
- Ensure rosters and attendance sheets are printed and properly utilized by camp staff.
- Support enrichment instructors with classroom management strategies and behavior interventions.
- Maintain clear and consistent communication with families, addressing questions and resolving concerns in a timely manner.
- Foster a positive, inclusive, and team-oriented camp culture.
- Ensure appropriate support for students with accommodations, maintaining compliance with IEP and 504 requirements.
- Manage enrichment dismissal, ensuring safe and efficient transition during parent pickup, including accurate student check-out processes and traffic management.
- Maintain accurate records of student incidents, including injuries, behavior, and other program related documentation.
- Assist with camp setup, organization of supplies, and inventory management.
- Support enrichment instructors with program logistics, including classroom setup, materials and operational needs.
- Attend required staff meetings and professional development sessions.
- Demonstrate professionalism, ethical conduct, and responsibility in all interactions.
- Comply with all district policies and procedures
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Behavior management techniques
- 504 and IEP accommodations and compliance requirements

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree in Education, Child Development, Recreation, or related field preferred; equivalent supervisory experience considered.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 4-week Enrichment Camp program. \$18.50 / hour

Revised: 05.11.26

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date