



## SITE SUPERVISOR

DEPARTMENT: PARKS & RECREATION  
GRADE 118

### CHARACTERISTIC OF CLASS:

Under the general supervision of the Division Director of Recreation, performs a variety of job tasks including the scheduling and conducting of recreational activities for a specific campsite. Work is reviewed through observation for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Responsible for the administration of the summer program at an assigned sites according to the adaptation of the Parks and Recreation Department.
2. Responsible for the safety, arrival, and departure of each camper during the summer program.
3. Responsible for the camper to be properly registered for camp, by the parent or legal guardian during the attended session and all paper work and records.
4. Responsible for following the procedures policies, and regulations of the City of Pembroke Pines.
5. Responsible for parent and camper relations and general problem solving between campers, counselors, and parents.
6. Responsible for supervising and training the staff.
7. Responsible for scheduling staff meetings, daily shifts, lunches, and in cooperation with the trip supervisor scheduling of staff for field trips.
8. Providing proper documentation and each employee's verification of hours worked.
9. Responsible for equipment, supplies and inventories related to such.
10. Organize daily meetings with Unit leaders to concur on weekly schedules, one week in advance, and to receive all input on the daily occurrences of the day.
11. Monitor weather conditions and makes adjustments to the scheduled activities as needed. Be aware as to the weather for safety and how the heat and humidity affect the campers.
12. Document in writing all reprimands with children and all conversations with parents that deal with conflicts.
13. Determine the safety of the physical environment of the area the campers are located.

14. Responsible for informing Division Director of Recreation of all situations pertaining to the summer program.
15. Written documentation of all accidents, injuries, and incidents to the administrative office within a 24-hour period. All injuries warranting of 911-call status and conversations with campers, parents and staff that deal with conflicts and injuries, procedure is to then notify Division Director of Recreation, parent or legal guardian, or emergency personnel.

**REQUIREMENTS:**

**A. Training and Experience:**

High School Diploma.

One-year experience in a summer camp setting or with youth programs.

**B. Knowledge, Abilities and Skills:**

Knowledge of rules, regulations, ordinances, policies and other requirements regarding public recreation.

Knowledge of facility operation, maintenance, equipment and supplies.

Ability to establish and maintain effective working relationships with officials, general public and co-workers.

Ability to understand and carry out oral and written instructions.

Skill in leading and/or instructing one or more recreational activities.

**C. Physical Requirements: 2**

**D. Environmental Requirements: 2**

**E. Sensory Requirements: 6, 8**