

CAMP ZIMMER 2017

At Camp Zimmer, we incorporate themes of social responsibility, feature art of all kinds, and encourage creative and scientific exploration in support of each child's overall development of body, mind and heart!

Job Title: Camp Zimmer Summer Site Supervisor
Compensation: \$20-\$25/hr DOE
Location: Sinai Akiba Academy 10400 Wilshire Blvd., Los Angeles, CA 90024

The Site Supervisor is responsible for overseeing daily activities and general camp operations to ensure the overall safety and quality experience for program participants at the site location.

A site location may host up to 300 campers per week and a staff of up to 25, including Head Counselors and Counselors, University Interns and teen volunteers.

Qualifications: Minimum 3-5 years experience working with young children ages 3-8, and in a supervisory role in a camp program, preschool or early elementary setting. The ideal candidate will have great patience and genuine passion for working with young children, and have experience leading a cohesive team to provide quality programming to benefit all program participants.

Supervisor: Camp Director

Job Responsibilities:

- Responsible for knowing, understanding, training, and implementing Camp Zimmer program philosophy, policies, and safety procedures in alignment with the requirements of the host site
- Assist in the planning, designing, evaluation and implementation of program activities
- Maintains inventory and gather materials as necessary for programs and activities
- Assist with daily check-in and check-out procedures
- Engage in parent communication, including greeting all parents, taking photos and drafting end-of-day e-mails, informing parent's on their child's progress or any challenging behavior, etc.
- Ensure the accuracy and maintenance of administrative records, including rosters, emergency info, attendance, etc.
- Be available to handle challenging behavior and incidents regarding child safety, including administering First Aid/CPR and arranging emergency care as needed
- Take pictures and send communication to parents 3 times per week
- Ensure staffing coverage for each day, filling in as necessary for additional classroom support
- Ensure site facility meets the needs and requirements to ensure safety of Camp staff and program activities
- Monitor and maintain the cleanliness of site facility
- Supervise Camp Zimmer Head Counselors, Counselors and Junior Counselors
- Exemplify a positive role model for camp staff and participants
- In collaboration with Camp Director, provide on-going management and training of camp staff as necessary
- Communicate regularly with Camp Counselors and Camp Director regarding concerns, updates, challenges, etc.

- Ability to work in a cooperative, team-oriented atmosphere, and maintain a positive attitude!
- Other duties as assigned as it relates to Camp Zimmer program goals and objectives

Requirements: Must be at least 18 years or older. Maintain current First Aid and Adult/Child CPR/AED certification (can be provided). Must be available to attend Summer Camp Training (Monday, June 12 - Friday, June 16) and to work throughout the duration of the camp program: Mondays through Fridays, 8:15am – 3:30pm beginning Monday, June 19 – Friday, August 11 (with the exception of July 4), and extended hours for Aftercare offered Monday – Fridays, 3:00pm – 5:30pm. Additional hours may be necessary for meetings, planning and training. Must pass background check.

Additional requirements needed to perform the duties of this job include the ability to walk, stand, kneel, balance, crouch, crawl, sit, run, talk and hear, and ability to lift and/or move objects up to 20 lbs.

The Zimmer Children’s Museum is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.

To apply, please send the Zimmer Children’s Museum Employment Application, a cover letter and resume to sara@zimmermuseum.org with “Summer Camp Site Supervisor” in the subject line and specify preferred site location.