



## **Town of Lisbon Summer Day Camp Supervisor**

For a seven-week period, our Summer Day Camps Staff are the most visible representatives of this department. For up to five days of the week, parents of the children in the Day Camp program entrust you with their children. They rely on you and the staff you direct to lead their children in a variety of wholesome and enjoyable activities. Summer Day Camp is a place where the child is welcomed, where they are physically and mentally challenged with new experiences in a positive, safe, and supportive environment; a place where they can learn and grow.

### **REQUIREMENTS OF WORK**

- **Ability to establish and maintain an effective working relationship with the Program Staff, participants, and parents.**
- **Create daily schedules for staff and campers; coordinate and supervise all excursions and special events in accordance with dept. guidelines.**
- **Supervise camp staff, and assistants in the performance of their duties.**
- Assign tasks/responsibilities to subordinate staff as necessary to fulfill program goals.
- Attend and participate in pre-season training and orientation prior to the start of the program. Participate in weekly staff meetings during the season.
- Be on time and available to work every day of the scheduled program season.
- Prepare an “end of the season program report” for the director.

This is a seasonal position and the hourly wage will be \$17.00 and up based on experience  
**Mandatory training will be required to attend: Week of June 17<sup>th</sup>, 8 am-4 pm**

For additional information please email [HR@lisbonme.org](mailto:HR@lisbonme.org)

The position will remain open until suitable candidates are hired. Applications are available at our jobs page at [www.lisbonme.org](http://www.lisbonme.org) and must be received before May 1st for consideration. Return completed application to:

Director Human Resources  
300 Lisbon Street  
Lisbon, Maine 04250  
Or email to [HR@lisbonme.org](mailto:HR@lisbonme.org)

*The Town of Lisbon is an Equal Opportunity Employer.*