



Job Title: Extended Day Supervisor

Reports To: Camp Site Director

Character:

We are looking for folks who are...

- Passionate about teaching the technology and/or athletic options that we offer. The magic of our camp can only happen when there is a perfect cross section of camper's interest and curiosities and counselor's passion and knowledge.
- Genuinely interested in working with children and adolescents - campers are super fun but exhausting, so you gotta love them!
- Flexible, can adjust on the fly, and still keep your cool are essential skills for this position.
- Able to work cooperatively with others, learn on the job, come to work each day on time, and do whatever it takes for the good of the campers.
- Role models and can become active members of the TIC community, including playing games and dressing up for theme days- the unique combination of fun and silly.

Requirements:

- Ability to design and supervise the extended day program from 3:00 to 6:00 pm each day.
- Must have experience leading, teaching or working with children.
- Must have (or is able to obtain) First Aid and CPR certification.
- Supervisory experience a plus.

Supervisory Responsibilities: Counselors and campers in extended day.

Specific Job Duties:

- Designs and implements the extended day (after care) program for approximately 30-40 children of varying ages for three hours each day, ensuring maximum safety and TIC spirit.
- Plans and supervises the daily use of extended day space and activities for campers, including setup and cleanup.
- Maintains extended day equipment and supplies, advising Camp Director of additional needs.
- Obtains and prepares a nutritious daily snack, being aware of any food allergies.
- Supervises 3 to 5 revolving counselors each day, tracking their hours in a provided log.
- Records camper attendance, signing out by parent/guardian, and drop-in payments.
- Interacts with parents, notifying them of any behavior issues or payments due for extended day.
- Prepares and presents an "extended day workshop" during staff training.
- Create weekly sign-up sheet for counselors to work on certain days for Extended Day.
- Maintains standards which promote the health, safety and welfare of all participants.
- Provides feedback on activities (campers and staff) to immediate supervisor on a regular basis.

Training:

- TIC holds four days of required staff training to prepare for the campers and allow time to develop curriculum. Staff orientation will be held **June 10-14 for TIC-DC, June 17-21 for TIC-MD & VA-McLean, July 1-5 for VA-Fairfax.** (Some exceptions can be made for year-end school obligations if pre-approved)



General Information:

- Camp dates for **TIC-DC** is June 17 to August 9; **TIC-MD** are June 24 to August 16; **VA-McLean** is June 24 to August 2; **VA-Fairfax** is July 8 to August 16. **TIC Summer Camp DOES have camp on July 4!**
- Acceptance of a TIC contract is a primary commitment for the term of the contract; internships, other jobs, etc. that interfere with schedule or performance.
- Compensation for the summer is paid bi-weekly.
- Cell phones/personal computers are **prohibited** during the camp day. Staff must be able to follow TIC cell phone protocol during any camp or personal emergencies.
- TIC runs day camps Monday through Friday in the DC area with no resident facilities; out-of-townners must find their own housing during the summer employment.

This is a part-time, summer only position from 2:30 to 6:30 p.m. for the 8-week season (6-week season for TIC-McLean). Pay is commensurate with experience.