Position: Age Group Supervisor  
Location: Boys & Girls Club of Ridgefield  
Status: Seasonal Full Time  
Supervised by: Senior Program Director  
Hours: Monday-Friday: 8:30AM-5:00PM; Jun 24-Aug 16

**JOB SUMMARY:**
Under the direction of the Senior Program Director – Age Group Supervisor provides supervision, guidance and activity oversight for Campers in the Boys & Girls Club of Ridgefield’s summer camp program in a fun, responsible and educational manner.

**QUALIFICATIONS:**
- Must be CPR/First Aid Certified  
- At least 5 years experience working with children  
- At least 2 years experience working in the education/youth development field  
- Must be at least 23 years old  
- Commitment to a positive, fun and team-oriented working environment  
- Demonstrated history of responsibility, dependability, and maturity  
- Ability to be flexible, creative and adaptable to situations

**ESSENTIAL FUNCTION:**
- Provide supervision, instruction, and ongoing assistance to camp staff, campers, and volunteers during day camp programs.  
- Act as an integral member of summer camp team.  
- Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise participants & implement assigned programs  
- Responsible for assessing & making recommendations to Program Directors as to program equipment & supply needs; monitors safety of all aspects of program & campers  
- Follow protocol regarding handling of behaviors; Reports to Program Directors on any additional information needed regarding behavioral issues  
- Assist/participate in: Administering behavior protocol as directed, verbal & physical assistance, & accomplishes all other tasks as directed.  
- Assist and supervise the counselors in the care, cleanliness, and security of the facility used by campers during the program.  
- Address all pertinent issues affecting programs, and communicate them as appropriate to Program Directors (i.e. staff/parent/transportation issues/concerns, etc), in a timely manner.  
- Responsible for implementing policies and procedures regarding facilities  
- Participate in all required trainings & certifications in compliance with BGCR standards.  
- Communicate clearly, honestly and respectfully with staff, participants, parents and volunteers.  
- Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the camper.  
- Create a nurturing, positive and professional environment while promoting program policies  
- Additional duties as assigned

**PHYSICAL DEMANDS:**
- Ability to be on feet most of day while interacting with campers  
- Ability to lift/move, set up and store equipment  
- Ability to work in a noisy environment while maintaining order within the activity

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