

## 4.6 Your Roll as a Supervisor

As a Recreation Coordinator, one of your major rolls during the summer is to work with the Park Manager in supervising the day camp staff. Since the manager is most often not on field trips, nor at many of the day camp activities, you are the people that actually observe the counselors in their everyday interaction with the kids.

1. Meet with the day camp counselors during the week of orientation and re-enforce the things that are particularly important to you and the rest of the full-time staff. Things such as, being prompt, **keeping kids active and involved, keeping kids separated into groups, planning activities and sticking to them, safety** are some of the things that should be covered. Let them know that you, as well as the Park Managers are their direct supervisors. If they have a problem, they can come directly to you. Also, if they are given directions from you, they should be followed the same as if it came from the Park Manager. You should always inform the Park Manager of any problems with the day camp staff.
2. Make sure that you let the counselors know that they are to be with the kids at all times. Hanging out in the office or behind the desk/counter is not an option. As the summer goes on and staff gets more comfortable with the job, this will become more of an issue than you can imagine. Discourage it from the start with all day camp staff. It can cause tension between day camp staff if one person is always hanging out in the office, leaving others to supervise all of the kids.
3. Be friendly with the staff, but earn their respect. Do not let them run over you. You are their supervisor, be firm with your wishes. In some cases, the day camp staff may be your same age, you may have even gone to college with some of them, but you are still their supervisor. If you are unsure of how to handle a situation, ask the advice of the other rec. coordinator or of the Park Manager. It is not a good idea to fraternize with summer staff after hours. This could be seen as showing favoritism, and create friction within the work unit.
4. If you see a counselor who is not doing what you have asked of them or is doing something that could be considered dangerous, etc. pull them aside and ask them to correct the behavior. Then, follow up on the behavior. If you continue to have problems with an employee, meet with them and the park manager to try to resolve the problem. It will be the Park Managers responsibility to do any disciplinary actions.
5. Set a good example. When on a field trip, be actively supervising the children, as well as the staff. Leave cards, newspapers, magazines at home. Sit with the kids at ball games, movies, etc. Stay off your "smart" phones while you are supervising the kids.
6. Set a good example for both staff and children by actively being involved with them during sports, games and other activities. Don't get so involved in games, etc. that you become distracted as to safety issues. Throwing balls at children can be dangerous and painful when you, as an adult, are using all your strength even though the child may be an older child. If you are going to play....use your "bad" arm or throw underhand. Do NOT put yourself in a situation for a lawsuit or a complaint from a parent.
7. Never call a counselor out in front of a child. If their actions need correction, pull them aside, away from the kids. There is never a need to point out a staff person's weakness to the kids.

8. When planning field trips...remember that this is not school. Choose trips that you think the kids will actually enjoy and be excited about going to. The same with speakers...just because you can get someone from Orchid Society....doesn't mean you should. Think about the ages and interests of the kids and go from there.
9. Remember to be professional when interacting with parents and/or kids, especially with sensitive subjects such as lice, behavior, etc.