

**JOB TITLE: Camp Fripp Supervisor**

**Department: Recreation**

**Reports to:**

Recreation Assistant, Event Coordinator and  
Recreation Director

**Positions Supervised:** Recreation Interns and Naturalist Interns while at Camp Fripp

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**Job Compensation** This position will earn \$12 an hour. Monday thru Friday from 8am to 2pm. (1pm on Thursdays)

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**Job Summary:** Camp Fripp Supervisor will work hands on with Camp Fripp Monday thru Friday. Supervisor will ensure that interns are working with children at Camp Fripp. They will help out with the children during all events. Supervisor will have interns take inventory on camp supplies and pass it on to Rec Asst or Event Coordinator. Job begins June 12th and runs through August 11th.

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**Job Duties:**

- 1 Helps with programming, administration, guest relations, and clerical duties during Camp Fripp.
- 2 Gains exposure to resort operations and property. Able to offer correct information to guests about the island.
- 3 Implements and evaluates activities for children, also responsible for Camp Fripp.
- 4 Participates in planning, implementing, and evaluating Camp Fripp events. Participates in the marketing and promoting of all activities and special events.
- 5 Attends mandatory departmental meetings.
- 6 Inventory Camp Supplies.
- 7 Responsible for making sure camp plans are filled out by interns each day.
- 8 Checks off on camp plans and files them accordingly.
- 9 Responsible for helping to take payments for Camp Fripp with the assistance of interns.
- 10 Generates enthusiasm through guest contact to promote the recreational programs and activities on a daily basis.
- 11 Follows all Fripp Island policies regarding conduct and dress code.
- 12 Assists with office and clerical duties required by the department including answering phones, photocopying, reservations, maintaining cash balances, correspondence and filing.
- 13 Performs pool attendant duties, if necessary. Maintains aesthetic appearance of pool. Checks restrooms and ensures that they are clean and fully stocked. Checks member and guest cards. Enforces pool rules. Notifies those responsible for areas if they are not up to par. (occurs during pool time for Camp Fripp)
- 14 Performs other duties as assigned.

**Physical Requirements:** This position may require heavy lifting, bending, climbing, visual acuity, good hearing, and endurance. Must be able to work in a variety of weather conditions that may include extreme heat for extended periods of time.

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**Qualifications:** Must have prior experience with children. Work well with others and bake delicious cookies.