



Daisy Days  
Summer in Farmington  
Summer Explorations  
Leaders in Training

## POSITION DESCRIPTION

**Title:** Daisy Days Assistant Supervisor

**Department:** Porter's Center for Global Leadership (PCGL)

**FLSA:** Exempt

**Job Status:** Seasonal Camp

**Reports to:** Director of Summer Programs

**Dates:** June 22, 2026 - August 14, 2026

### PROGRAM DESCRIPTIONS:

Daisy Days is an exciting summer camp for girls ages 5-10 at Miss Porter's School. Designed to be full of joy and discovery, this day camp is all about having fun, exploring new activities, making friends, and growing confident in who we are! Each day is packed with hands-on activities that spark imagination and encourage creativity, teamwork, and leadership. Campers will try new things, discover hidden talents, and share plenty of laughter along the way.

Daisy Days is offered for four, two-week sessions. This all-girls experience creates a unique, empowering environment where campers can learn, play, and connect. With a focus on fun and friendship, every girl leaves camp with new skills, new confidence, and memories that last well beyond the summer.

### POSITION SUMMARY:

The Daisy Days Assistant Supervisor plays a pivotal role in shaping a joyful, inclusive, and well-run camp community by supporting counselors, campers, and daily program operations. This hands-on leader oversees and mentors the counselor team, providing daily guidance, real-time coaching, and structured opportunities for growth to ensure staff are equipped to meet camper needs, navigate challenges, and build a positive camp culture. The Daisy Days Assistant Supervisor serves as a visible and approachable presence throughout camp, championing camp values during daily activities, Gather and Gos, meal times, and informal camper moments.



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Working closely with the Daisy Days Supervisor and the Leadership Team, the Daisy Days Assistant Supervisor collaborates to support camper well-being through proactive problem-solving, participation in Camper Support Meetings, and strong coordination with Activity Specialists. They oversee day camper logistics, help ensure smooth daily transitions, and foster strong family communication. In addition, the Daisy Days Assistant Supervisor plays a key role in health, safety, and emergency response, serving as Administrator on Duty (AOD) on a rotating basis. This role is ideal for an energetic, empathetic, and organized leader who thrives in dynamic environments and is passionate about building community, developing young leaders, and ensuring every camper feels safe, valued, and included.

To learn more about Daisy Days, [visit our website](#).

## **ESSENTIAL FUNCTIONS:**

### **Pre-camp:**

- Collaborate with the Director of Summer Programs and Daisy Days Supervisor to define camp norms, spirit, and culture, and help create structures and traditions that bring those values to life.
- Design and lead counselor training focused on camper care, behavior management, safety procedures, and effective communication.
- Partner with the Communications Office and Auxiliary Programs to advertise and recruit campers for Daisy Days.
- Participate in online information sessions through Auxiliary Programs to engage prospective families and promote the program.

### **Program weeks:**

- Camp Culture
  - Serve as a visible and accessible presence throughout camp, modeling intentionality, enthusiasm, and care.
  - Champion a nurturing, inclusive environment where campers feel seen, supported, and valued.



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- Lead the implementation of camp traditions (e.g., *Bottle Badges*) and spirit days (e.g., *Wacky Wednesdays* and *Fun Day Fridays*) to build joy, connection, and community.
- Serve as a steward of camp culture, ensuring daily experiences reflect the camp's values and spirit.
- Uphold camp policies and ensure alignment with health and safety protocols.
- AOD
  - Serve as Administrator on Duty (AOD) on a rotating basis throughout the duration of camp, acting as the designated on-call adult in the event of an emergency and ensuring appropriate response and communication protocols are followed
- Operations
  - Manage arrival and dismissal routines, coordinating transportation and maintaining positive, timely communication with families.
  - Oversee and support meal and snack times, encouraging healthy habits and positive group culture.
  - Meet regularly with the Director of Summer Programs to discuss camper needs, staffing, scheduling, and operational updates.
  - Oversee and support after-camp care, ensuring programming feels intentional, structured, and safe.
  - Help plan and lead activities that extend the camp's energy, spirit, and sense of community beyond the regular program day.
- Counselor Oversight & Support
  - Lead, mentor, and support Daisy Days counselors to uphold program values, meet performance standards, and grow as leaders throughout the summer.
  - Provide ongoing coaching, feedback, and modeling to help counselors navigate challenges, support camper needs, and foster a strong, inclusive community.
  - Hold daily counselor meetings to review schedules, share updates, problem-solve, and celebrate successes.
  - Oversee staff assignments, uphold expectations, and ensure responsibilities are fulfilled effectively while nurturing a positive, professional, and joy-filled culture.



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- Lead counselor training focused on camper care, behavior management, safety, and residential responsibilities.
- SEL & Camper Support
  - Foster a positive, professional, and joy-filled staff culture that reflects camp values.
  - Champion camp culture and community through thoughtful oversight of daily life, including meals, Gather and Gos, and informal camper moments.
  - Support campers' social and emotional well-being by promoting inclusion, resolving conflicts, and ensuring all campers feel safe, valued, and engaged.
  - Participate in Camper Support Meetings with the Leadership Team every other day to review individual care plans and coordinate support.
- Communications & Marketing
  - Collaborate with the Communications Office to capture and share the spirit of camp through photos, stories, and updates.

### **Post camp:**

- Lead debrief sessions with counselors to reflect on program successes and opportunities for improvement.
- Gather feedback and document key insights to inform planning for future summers, including staffing models, counselor training, operational improvements, and camper experience enhancements.
- Contribute to the overall program review with the Director of Summer in Farmington and Director of Summer Programs.

### **REQUIREMENTS:**

- 21+ years old
- Experience working with elementary school students, preferably in an all-girls environment
- Significant experience coaching and mentoring adolescents, with the ability to guide, support and empower high school students in leadership roles
- Strong background in social-emotional learning (SEL), including strategies for conflict resolution, positive youth development, and creating inclusive communities



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- Experience leading or facilitating group activities, meetings, and training with young people and staff.
- Strong leadership abilities, including, but not limited to, team building, conflict resolution, staff development, communication skills, problem solving, and fostering a collaborative and inclusive environment; demonstrates ability to manage challenging situations with calmness, creativity, and sound judgment
- Flexibility, enthusiasm, and a commitment to creating a safe, joyful, and inclusive camp experience.
- Demonstrated commitment to camper safety, well-being, and positive youth development
- Familiarity of CT state protocols for Youth Camps or willingness to acquire required knowledge prior to the start of camp
- Strong organizational skills, including managing schedules, logistics, and communication in a fast-paced environment.
- Completion of CPR Certification, Emergency Med and Epi-Pen, Medication Administration, and Mandated Reported Training, by the start of camp.
- Attends all mandatory spring staff training, dates TBD.
- Completion and submission of proof of physical.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please email [careers@missporters.org](mailto:careers@missporters.org) to apply for this position or ask any questions.