



Daisy Days
Summer in Farmington
Summer Explorations
Leaders in Training

POSITION DESCRIPTION

Title: Daisy Days 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 Supervisor serves as the on-site camp leader, responsible for ensuring that the day-to-day operations of camp run smoothly, safely, and in alignment with the program's mission of creating a joyful, inclusive, and intentional community. This highly visible and accessible leader oversees program operations and camper activities, fostering a nurturing environment where every camper feels seen, supported, and valued. The Daisy Days Supervisor works closely with the Director of Summer Programs to coordinate logistics, manage campus spaces and resources, and uphold health and safety protocols, ensuring the highest quality camp experience for all participants.



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A central member of the Leadership Team, the Daisy Days Supervisor supervises the Daisy Days Assistant Supervisor, Activity Specialists, and counselors; they lead daily staff meetings to maintain clear communication and team cohesion. They are responsible for the day-to-day operations of camp, including field trip oversight, family communication, and ensuring smooth coordination with campus partners such as Dining Services, Facilities, and Communications. The Daisy Days Supervisor also serves as Administrator on Duty (AOD) on a rotating basis, acting as the on-call adult in emergencies and ensuring appropriate response and communication protocols are followed. This role is ideal for a dynamic, organized, and mission-driven leader who thrives in fast-paced environments and brings both operational expertise and a joy-filled presence to the heart of camp.

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

ESSENTIAL FUNCTIONS:

Pre-camp:

- Collaborate with the Director of Summer Programs and Daisy Days Assistant Supervisor to define camp norms, spirit, and culture, and to build structures and traditions that bring those values to life.
- Ensure alignment between program goals and broader organizational objectives.
- Craft and lead program-specific staff training, including protocol reviews, developmental frameworks, behavior expectations, and emergency procedures.
- Set clear expectations for professionalism, communication, and camper care.
- Partner with the Communications Office and PCGL to advertise and recruit campers for Daisy Days.
- Organize, plan, and host information sessions for local families and community partners.
- Participate in online information sessions through PCGL to connect with prospective families.



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Program weeks:

- Camp Culture
 - Serve as a visible and accessible presence throughout camp, modeling intentionality and care, and championing a nurturing, inclusive environment where campers feel seen, supported, and valued.
 - Serve as on-site camp director for Daisy Days, ensuring supervision, accountability, and smooth daily operations while upholding camp policies and ensuring program-wide alignment with health and safety protocols.
 - Champion a nurturing, inclusive environment by guiding staff to support campers' social-emotional needs, helping them navigate challenges, build community, and feel valued.
- 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 & Budget
 - Manage campus spaces and resources to ensure smooth transitions and a structured daily flow, including contingency plans, as needed.
 - Ensure that materials and spaces are prepared; activities are engaging, inclusive, and developmentally appropriate; logistics run smoothly; and campers are excited and energized by programming.
 - Oversee and implement all field trip logistics, special visitors, and other experiential learning opportunities.
 - Coordinate day to day scheduling of Dining Services to support meals, snacks, and special events.
 - Meet regularly with the Director of Summer Programs to discuss camper needs, staffing, scheduling, and operational updates.
 - Work with the Director of Summer Programs to manage the camp budget, with a focus on expenses, ensuring financial goals are met.
 - Manage all materials, equipment, and supplies needed for camp operations.



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- Camper Health & Safety
 - Participate in Camper Support Meetings with the Leadership Team as needed to review individual camper care plans.
 - Collaborate with the Director of First Aid to ensure medical support and safety protocols are followed in both day and residential settings.
- Program & Staffing
 - Supervise and support Activity Specialists by providing daily guidance, mentorship, and performance feedback; observe and coach during program sessions to maintain high program quality.
 - Hold daily staff meetings with Daisy Days employees to review schedules, address challenges, and build team cohesion.
 - Uphold staffing expectations, oversee staff assignments, and ensure responsibilities are fulfilled consistently and effectively, while fostering a positive, professional, and joy-filled staff culture..
 - Lead and support counselor training to build skills in camper care, behavior management, safety, and residential responsibilities.
- Communication & Marketing
 - Serve as a key point of contact for families, ensuring warm and consistent communication before, during, and after camp.
 - Collaborate with the Director of Summer Programs to send regular updates, including weekly newsletters, reminders about upcoming events, and end-of-week camper reflections.
 - Collaborate with the Communications Office and Communications Liaison to capture and share the spirit of camp through photos, stories, and social media updates.

Post camp:

- Lead debrief sessions with Daisy Days staff and counselors to reflect on program successes and opportunities for improvement.
- Distribute and collect staff, camper, and family evaluations; compile key takeaways to inform future programming.
- Document insights and recommendations for the following summer, including curriculum adjustments, staffing models, and operational refinements.
- Meet with the Director of Summer Programs to review programming outcomes, budget performance, staffing structures, and potential enhancements for the next summer.



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- Provide a summary of key metrics and qualitative feedback to support strategic planning for the program's future.

REQUIREMENTS:

- 21+ years old.
- Experience working with elementary school students, preferably in an all-girls environment
- Experience working in summer camps, after-school programs, or similar youth environments, with a record of leadership and operational oversight
- Supervisory experience in training, managing, and evaluating staff; fostering a collaborative and accountable team culture
- 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
- Reliable organization skills, including, but not limited to, managing schedules, budgets, resources, and program logistics in a fast-paced environment
- Flexibility, positivity, and the ability to remain calm and resourceful in dynamic situations.
- 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
- 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 to apply for this position or ask any questions.