



Daisy Days
Summer in Farmington
Summer Explorations
Leaders in Training

POSITION DESCRIPTION

Title: Summer in Farmington Assistant Supervisor

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

FLSA: Exempt

Job Status: Seasonal Camp

Reports to: Director of Summer Programs

Dates: July 5, 2026 - July 25, 2026

POSITION SUMMARY:

The Summer in Farmington 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 Summer in Farmington 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.

Working closely with the Summer in Farmington Supervisor and the Leadership Team, the Assistant Supervisor collaborates to support camper well-being through proactive problem-solving, participation in Camper Support Meetings, and strong coordination with RCAs. They oversee day camper logistics, help ensure smooth daily transitions, and foster strong family communication. In addition, the 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 Summer in Farmington, [visit our website](#).



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ESSENTIAL FUNCTIONS:

Pre-camp:

- Collaborate with the Director of Summer Programs and Summer in Farmington 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 Summer in Farmington.
- 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 and care, and championing a nurturing, inclusive environment where campers feel seen, supported, and valued.
 - 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
 - Oversee day camper logistics, including arrival, dismissal, transportation coordination, and 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.
- Counselor oversight and support



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- Lead, mentor, and support Summer in Farmington 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.
- Collaborate with RCAs to strengthen counselor support for residential life and camper well-being through training, communication, and consistent check-ins.
- Oversee staff assignments, uphold expectations, and ensure responsibilities are fulfilled effectively while nurturing a positive, professional, and joy-filled culture.
- Lead counselor training focused on camper care, behavior management, safety, and residential responsibilities.
- Collaborate with the Camp Activities Coordinator to oversee the Activity Counselors.
- 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.
 - Collaborate regularly with RCAs to support residential life, dorm community culture, and campers' SEL needs through coaching and check-ins.
 - Participate in Camper Support Meetings with the Leadership Team every other day to review individual care plans and coordinate support.
- Communication & Marketing
 - Collaborate with the Communications Office to capture and share the spirit of camp through photos, stories, and updates.



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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 Summer in Farmington Supervisor and Director of Summer Programs.

REQUIREMENTS:

- Experience working with middle 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
- 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.



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- 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.