

COMMUNITY PARK DISTRCT OF LA GRANGE PARK- JOB DESCRIPTION

Job Title: Seasonal Exploration Express Lead Counselor

Classification: Part Time Seasonal

Department: Recreation

\$17.00-19.00 per hour DOE

SUMMARY

The Exploration Express Lead is responsible for implementing, leading, supervising, and assisting activities that support the Exploration Express program for children in 6-8th grade in a manner that contributes to their well-being, growth and development. To provide a warm, nurturing, safe, and loving environment where self-concept is enhanced, independence encouraged, and individuality respected.

QUALIFICATIONS

Candidate must have a High School Diploma, AA, BA or equivalent experience in Education or Recreation or a minimum of two years supervising staff and children. Must be 21 years or older, and First Aid/CPR/AED certifications are required. (Park District provides training). Must have a valid driver's license and clean driving record.

SUPERVISOR

This position reports to the Recreation Coordinator.

ESSENTIAL FUNCTIONS

- Drives vehicles from the recreation center to different field trip locations assigned.
- Communicates by cell phone with the agency office as necessary only using the phone when the vehicle is stopped in a secure and safe location) in the event of a medical emergency, significant passenger behavioral situation, vehicle mechanical problem or other situation where assistance is needed during transportation. Contact 911 immediately in the event of a medical or serious emergency.
- Verbal and written communication with parents, staff, participants and the public.
- Gathering, loading, transporting, setting up and cleaning up equipment and supplies.
- Preparing and completing planned operational and agency forms.
- Plan and organize outdoor activities gearing them to the needs of the assigned groups.
- Administer program within budget guidelines.
- Supervise and evaluate camp.
- Use appropriate and positive discipline.
- Active participation in camp activities.
- Assist in maintaining and organizing files and records for the camp/bus.
- Assist with general housekeeping of Rec Bus and supplies.
- Enjoy working with people and foster an environment that contributes to positive self-esteem.
- Ability to be flexible and work under stressful conditions
- Work closely with staff.
- Promote a quality loss control/safety program for the Park District.

PHYSICAL DEMANDS, ENVIRONMENTAL/PSYCHOLOGICAL/COGNITIVE REQUIREMENTS

Must be able to: Work in extreme heat conditions. Enjoy working with people. Be flexible and work under stressful conditions based on weather. Be able to work closely with staff and be able to work well with the public, possibly having physical contact with the public. Keep attendance of children enrolled in camp each day. Assist with general housekeeping tasks. Be able to read and understand written materials and manuals. When given must be able to follow rules and verbal instructions. Be able to demonstrate good safety awareness and judgement. Also, be able to demonstrate creative programming skills.

HOURS

Seasonal Exploration Express Lead Counselor are part-time seasonal working Monday – Friday from 8:45AM-4:15PM. Hours may vary based on set up and clean up. Additional training hours will be required before camp begins.