

## Community Park District of La Grange Park-Job Description

**Job Title:** Lead Camp Counselor

**Classification:** Seasonal

**Department:** Recreation

\$15.00 - \$18.00 per hour DOE

\$13.00 - \$14.00 under 16 years of age DOE

### SUMMARY

Under the supervision of the Recreation Coordinator and the Superintendent of Recreation, the Community Park District **Lead Camp Counselor** is responsible for managing camp counselors assigned to a designated age group, ensuring that daily camp activities, schedules, and program plans are implemented as designed. The Lead Camp Counselor assigns roles and responsibilities to staff as necessary, provides on-site guidance and support, and ensures consistent supervision and engagement throughout the camp day.

This position also supports the implementation of the Summer Camp Program for children in grades K-5 by maintaining a warm, nurturing, safe, fun, active, and caring environment where self-concept is enhanced, independence is encouraged, and individuality is respected.

### QUALIFICATIONS

Must be 16 years or older, team-oriented, flexible, and have excellent communication skills. CPR, First Aid and AED certification are required (Park District provides training).

Previous experience working with children in a park district, day camp, early childhood, or childcare setting is preferred. Reliable transportation is a must.

### SUPERVISOR

This position reports to the Recreation Coordinator.

### ESSENTIAL FUNCTIONS

Assign daily roles as needed and ensure staff are actively engaged with campers

Conduct attendance and headcounts throughout the day

Communicate incidents, concerns, or staffing needs to the Camp Supervisor

Implement and oversee scheduled activities and transitions

- Ensure camp counselors complete assigned duties and tasks and following the daily summer camp plans, schedules, and activities.
- Hold camp counselors accountable for performance expectations, engagement, safety procedures, and behavior standards, and communicate concerns to the Recreation Supervisor as needed.
- Verbal and written communication with parents, staff, participants and public.
- Gathering, loading, transporting, setting up and cleaning up equipment and supplies.
- Assist in preparing and completing lesson plans and agency forms.
- Implement and organize indoor and outdoor activities gearing them to the needs of the assigned groups.
- Use appropriate and positive discipline.
- Active participation in camp.
- Assist in maintaining and organizing files and records for the camp.

- Enjoy working with people and foster an environment that contributes to positive self-esteem.
- Ability to be flexible and work under stressful conditions.
- Promote a quality loss control/safety program for the Park District

**PHYSICAL DEMANDS, ENVIRONMENTAL REQUIREMENTS AND PROTECTIVE GEAR/CLOTHING**

- Ability to work in extreme heat.
- Ability to work both indoors and outdoors.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, running, reaching and sitting.

**HOURS**

Camp Counselor positions are part-time seasonal, from 20-38 hours per week, Monday through Friday during the summer from 8:45AM-4:15PM as well as 8:45AM-12:00PM. Additional hours may occasionally be required for meetings, training, subbing, before and after-care shifts as well as special event opportunities.