

Community Park District of La Grange Park-Job Description

Job Title: 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 Camp Counselor is responsible for implementing, supervising, and assisting activities that support the Summer Camp Program for children in grades K-5 in a manner that contributes to their well-being, growth and development. This position provides a warm, nurturing, safe, fun, active, and caring environment where self-concept is enhanced, independence encouraged, and individuality 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

- 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.
- Work closely with staff.
- 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.