

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

**Job Title: Camp Counselor**

**Classification: Seasonal**

**Department: Recreation**

\$15.00 - \$18.00 per hour DOQ

\$13.00-\$14.00 per hour under 16 years of age DOQ

### **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**

Applicants must be 16 years or older. Candidates who are 15 years old may be considered with a valid work permit. Fifteen-year-olds with prior enrollment in a Counselor-in-Training (CIT) program through Community Park District are preferred. Applicants should be 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**

Counselor positions are part-time seasonal, from 20-38 hours per week, Monday through Friday during the summer from 8:45AM-4:15PM for full day and 8:30AM-12:30PM for half day. Additional hours may occasionally be required for meetings, training, subbing, before and after care shifts as well as special event opportunities.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Updated February 2026