

# **PLEASANT DALE PARK DISTRICT JOB DESCRIPTION**

**JOB TITLE:** Summer Camp Counselor

**DEPARTMENT:** Recreation

**SUPERVISION:** Reports to: Recreation Supervisor

**SALARY:** Starting at \$11.00 Per Hour

**SUMMARY:** The Summer Camp Counselor is responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in the park districts summer camp program. The program meets at the Pleasant Dale Park District Walker Park Recreation Center. The hours are Monday-Friday 9:00AM-3:30PM, with additional hours of 7:30AM-9:00AM and 3:30PM-6:00PM when needed. The Summer Camp Counselor is a part time “at will” employee.

**QUALIFICATIONS:** The ideal candidate should be at least 16 years of age. Camp counselors should be outgoing, energetic, creative, organized and have some experience working with children. Camp counselors should have a strong understanding of customer service, and must be committed to work the entire summer (June 7<sup>th</sup> – August 13<sup>th</sup>). Additionally, be available for all trainings the week of June 1<sup>st</sup>. Candidates must be able to pass an Illinois Criminal Background Check.

**REQUIRED SKILLS:**

1. Supervising youth and presenting positive role modeling through all interactions with program participants.
2. To keep confidences, loyalties and practice professionalism.
3. Work a flexible schedule to meet program staffing/planning needs.
4. Exercise mature judgment and sound decision making.
5. Ability to perform CPR and administer First Aid (employer will provide the training).

**DUTIES & RESPONSIBILITIES:**

1. Attend all preseason training sessions and staff meetings.
2. Adhere to Pleasant Dale Park District policies, procedures and safety standards.
3. Responsible for the safety, education, and recreational programming for the camp participants.

4. Creating and implementing program activities daily and have them approved by the camp coordinator.
5. Must supervise campers closely at all times.
6. Work cooperatively as a team member with all other staff members.
7. Take proper care of all camp equipment and supplies.
8. Assist with both daily set up and end of the day clean up.

**PHYSICAL DEMANDS/WORK CONDITIONS:**

The position will require numerous physical demands while working with children. While performing the duties of this job, the employee will have to stand, walk, bend, run, stoop, lift, etc. The following are some of the physical demands of the job.

1. Physically capable of lifting 40 lbs
2. Sufficiently mobile to ensure the safety of students and to participate in activities
3. Able to be active for an extended period of time
4. Able to communicate with others in person and on the telephone

**SAFETY ISSUES:**

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.
3. Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.
4. Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.
5. Accident report must be filled out for each incident.