

PLEASANT DALE PARK DISTRICT JOB DESCRIPTION

JOB TITLE: Summer Camp Counselor

DEPARTMENT: Recreation

SUPERVISION: Reports to: Recreation Supervisor and Camp Coordinator

SALARY: Starting at \$13.00 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. 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 5th – August 14th). Additionally, be available for all trainings the week of May 30th.

Candidates must be able to pass a drug screening and Illinois Criminal Background Check.

REQUIRED SKILLS:

1. Ability to supervise youth and present positive role modeling through all interactions with program participants.
2. Able 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. Be responsible for the safety, education, and recreational programming for the camp participants.
4. Take continual attendance of group.
5. Create and implement games, activities, and crafts for campers daily, which stimulate the camper's interests.
6. Must supervise campers closely at all times while at the park district or other locations.
7. Work cooperatively as a team member with all other staff members.
8. Take proper care of all camp equipment and supplies.
9. 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.
4. Able to communicate with others in person and on the phone.

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.