



**Job Title:** Day Camp Counselor, Recreation Department

**Classification:** Seasonal Part-time

**Supervisor:** Day Camp Coordinator

**Rate:** Starting \$15/hour

**Job Overview:**

Day Camp Counselor will be responsible for the execution of the on-site camp program which will provide on-site supervision of all assigned program participants. The Day Camp Counselor will be liaison between the staff, Park District, parent, and child. Must be able to always interact with children throughout the day. Maintain a positive focus on safety, accountability, and delivery of promised objectives and activities. Lead participants by executing a program that contributes to the growth, wellbeing, and development of the participant ages 6 through 12 years of age.

**Skills and Qualifications:**

- Must be a minimum of 18 years of age.
- Must possess current documentation attesting completion of American Red Cross First Aid, CPR, and AED, or similar approved and recognized course.

**Essential Duties and Responsibilities:**

- Prepare and complete lesson plans for indoor and outdoor daily activities, gearing them to the needs of the various groups.
- Lead or assist in all activities; maintain a positive, inclusive approach with all assigned participants.
- Understand and use proper and effective discipline with campers.
- Document as required actions and incidents associated with program participants.
- Ensure a cheerful and positive environment for participants.
- Participate in staff meetings and training as assigned.
- Supervise loading and accountability procedures for transporting children in accordance with published Day Camp procedures.
- Supervise the cleanup and accountability of supplies at the end of daily operations.
- Perform any other assigned tasks as needed to complete the scheduled program.
- Assume other duties and responsibilities as assigned by the Day Camp Coordinator and/or Recreation Supervisor.
- Keep all patron information confidential.

**Hours:**

- The requirement will include allotted time sufficient to ensure daily program needs are met, along with time dedicated to planning and coordinating programs for the duration of the camp. Basic hours of operation for the Day Camp are established by the Recreation Supervisor and Day Camp Coordinator.

**Safety and Risk Management:**

- Corrects unsafe conditions and/or reports them to supervisor.
- Maintains a working knowledge of all general agency and departmental-specific safety rules.

- Uses material-handling equipment or staff assistance when lifting and/or moving objects 50 lbs or greater.
- Daily safety inspection of gym/grassy area/playgrounds.
- Must be able to use personal protective equipment based on job specific tasks which may include exposure to excessive sunlight.
- Promptly reports any work-related or patron injuries to supervisor.

**Competencies:**

- Demonstrate consistent attendance and on-time arrival.
- Follow instructions and respond to management direction; take responsibility for own actions; keep commitments and complete tasks on time.
- Approach others in a tactful manner; react well under pressure and treat others with respect.
- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude and be receptive to constructive criticism.
- Manage difficult or emotional customer situations.
- Exhibit sound and appropriate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- Identify and resolve problems in a timely manner; and develop alternative solutions.
- Listen and get clarification; and respond well to questions.

**Marginal Functions:**

- Assist in the set up and break down of camp at the beginning and closing of season.
- Assist with keeping the gym closet neat and organized throughout the summer.

**Physical Demands:**

- Requires frequent standing, walking, climbing and balancing.
- Requires occasional hands to finger, handle or feel, reach with hands and arms, taste or smell.
- Requires medium (40-50 lbs.) strength.

**Work Environment:**

- Employee must park in exposed parking lot with the potential of walking ¼ mile to designated site.
- Exposed to various outside weather conditions including water, sun, cold, rain, high humidity and extreme heat.
- Employee may be exposed to a variety of communicable disease, to include exposure to potential blood borne pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Update: April 3, 2023**  
**Updated by: Cindy Babicz**  
**Approved by:**

**Approval Date:**

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_