Wauconda Park District

JOB TITLE: **DAY CAMP COUNSELOR–RECREATION DEPT.**
CLASSIFICATION: **SEASONAL PART TIME HOURLY**
SUPERVISOR: **DAY CAMP COORDINATOR**

POSITION SUMMARY:
The Day Camp Counselor will be responsible for the execution of the on-site camp program. The Day Camp Counselor 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. The ability to clearly communicate in both written and oral fashions is essential to this position. Daily/hourly requirements for contact with school age children and parents requires positive and value oriented interactions to maintain the standards of the program and the professional image of the park district. Deliver program to participants, providing assistance in learning tasks, dealing with disruptive behaviors and providing positive feedback and encouragement in all scheduled and nonscheduled activities. Maintain a positive focus on safety, accountability, and delivery of promised objectives and activities. Understand and implement child protection requirements as situations warrant. Lead participants by executing a program that contributes to the growth, wellbeing, and development of the participant ages 6 through 12 years of age.

QUALIFICATIONS:
- Must be a minimum of 16 years of age and submit a criminal background check as mandated by the Illinois Department of Children and Family Services.

SPECIAL REQUIREMENTS:
- Must possess current documentation attesting completion of American Red Cross First Aid, CPR, and AED, or similar approved and recognized course.

EDUCATION AND EXPERIENCE:
- Age 18 or older.
- Minimum of one year experience working with children in a public recreation environment or certified private children/day care/camp environment.

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 Athletic Supervisor and Day Camp Coordinator.

ESSENTIAL FUNCTIONS:
- Prepare and complete lesson plans and agency forms for daily activities.
- Plan and organize indoor and outdoor activities gearing them to the needs of the various groups.
- Conduct all activities in the safest manner possible. Report unsafe equipment immediately, correct unsafe actions on the spot.
- Lead or assist in all activities; maintain positive, inclusive approach with all assigned participants.

- Strive for inclusion of all camp participants in all scheduled activities.
- Understand and use proper and effective discipline with campers, to include dealing with an unruly or combative child.
- Document as required actions and incidents associated with program participants.
- Understand and conform to all safety policies, directives, and procedures as specified in writing and/or in a verbal manner from the appropriate administrative staff.
- Ability to communicate clearly and effectively in written and verbal methods with staff, parents, and participants.
- Ensure a cheerful and positive environment for participants.
- Plan and assist in the daily preparation for the Day Camp program with emphasis on program requirements and transportation as required.
- Participate in staff meetings and in-service training exercises as assigned.
- Supervise loading and accountability procedures for transporting children in accordance with published Day Camp procedures.
- Supervise the clean up and accountability of supplies at the end of daily operations.
- Participate in all scheduled activities.
- Perform any other assigned tasks as needed to complete the scheduled program.

MARGINAL FUNCTIONS:

- Transport children in approved Park District vehicles when necessary (only if above the age of 21.)
- Act as a substitute counselor or activity specialist as needed.

PSYCHOLOGICAL CONSIDERATIONS:

- Employees should be able to maintain a positive working relationship with other employees.
- Employees must work effectively to meet deadlines in a variety of environments and elements.
- The employee must be able to devise teaching methods and instruction for counselor staff to be able to conduct activities.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with administrative staff as required to include presentations and attendance at meetings.
- Employee must understand the demands for accountability of all children assigned to program or area of responsibility.

PHYSICAL DEMANDS:

- Requires frequent sitting, walking, balancing, stooping, kneeling, crouching, reading, handling, fingering.
- Requires occasional feeling.
- Requires medium (40-50 lbs.) strength.

ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in exposed parking lot with the potential of walking ¼ mile to designated site.
- Employee's general work area is outdoors, exposed to traditional climatological extremes found during the summer in the Northeast Illinois Area.
- Protective clothing is not required, but potential exposure to potentially dangerous human blood and bodily fluids requires the following of specific procedures.
- Must be able to have routine contact with the public.
- Employee is expected to work in a nonsmoking/tobacco free environment.

COGNITIVE CONSIDERATIONS:

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must possess the time management and organization skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgments in all aspects of the position.
- Employee must use good sense and awareness to ensure protection of children participating in this program.

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: _____