

Mokena Community Park District

10925 West La Porte Road - Mokena, IL 60448



JOB TITLE: Camp Counselor
DEPARTMENT: Recreation
REPORTS TO: Camp Director
CLASS/FLSA: Seasonal Part-Time, Non-Exempt
HOURS: Varies with registration
DAYS: Varies with registration

SUMMARY

Under the direction and supervision of the Summer Camp Directors, the Camp Counselor acts as a representative of the Recreation Department and is responsible for developing, planning, and implementing age-appropriate games and activities for summer camp attendees, and supervising them at camp. The employee follows goals and objectives determined by the Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Within District's established goals, objectives, policies, and procedures, assists with the planning, supervising, and delivering of activities, programs, and camps.
- Show energy, motivation and a sincere attitude.
- Maintain a safe, productive and inviting exercise environment for campers.
- Works to ensure a safe environment for program participants, Park District staff, and members of the general public, within the established Mokena Community Park District Loss Control Program.
- Be cognizant of assigned campers' allergies and physical limitations to ensure their safety.
- Complete necessary forms for accidents and incidents immediately and submit to Camp Director by the end of the work shift.
- Encourage and demonstrate safe work habits through the use of established safety program guidelines.
- Enforce the rules and regulations of the park district for the safety and welfare of staff and participants.
- Maintains positive public relations and provides enthusiastic customer service by greeting and welcoming guests and recreation program participants with a warm and friendly attitude.
- Performs other duties as requested by immediate supervisor.

SKILLS AND EDUCATIONAL REQUIREMENTS

Must have good oral and written communication skills and have the ability to organize and plan in advance. Initiative and independent work habits are a must. Must obtain CPR/AED/First Aid certification prior to the first day of camp, attend all camp training and workshops, and successfully complete a background check through the Illinois State Police. Experience in Education, Early Childhood, or in Parks and Recreation or a related field is required.

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WORKING ENVIRONMENT

Ability to work in a hands-on flexible team environment as well as independently. Must be able to work during various weather conditions and temperatures, indoors and outdoors. While performing the duties of this job you must be able to sit, walk, use your hands, talk and listen attentively. He/She should be able to lift 10-50 lbs. The noise level in the work environment is quiet to loud, depending on the circumstances.

PSYCHOLOGICAL CONSIDERATIONS

Individual must have the ability to deal with people under occasional stressful situations. Must be able to resolve differences and problems that will arise with campers and parents as well as staff. This is a highly visible position with much public interaction. He/She must maintain a positive approach to public service.

COGNITIVE CONSIDERATIONS

Ability to perform a variety of tasks, often changing assignments on a short notice. Ability to prioritize tasks and demonstrate organizational skills. Must possess a high level of verbal communication skills. Aptitude for detail and recall essential. Must be able to follow directions, exhibit good problem solving abilities and good judgment, and work within the guidelines and policies set forth by the Mokena Community Park District Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties set forth. The Executive Director may amend this position's description from time to time at his/her discretion. In addition, the Executive Director and/or appointed authority has and retains the right to revise, eliminate, combine, and/or establish positions and classifications.

Signature

Date