

Dolton Park District

Summer Camp Counselor

Definition: Under the general supervision of the Superintendent of Recreation, is responsible for the direct supervision of a group of 8-12 children in a summer day camp program. He/She will plan and implement a variety of activities that are structured to provide quality recreational camp experiences for the children enrolled.

Essential Functions:

- Maintains a sincere interest in providing each child with a positive summer camp experience.
- Plans and initiates daily activities, both active and passive, in areas such as, nature, arts, and crafts, sports, games, music/dance/drama and story time.
- Responsible for daily supervision of a group of children. The counselor must stay with children the entire time they are attending camp, including lunches. Care must be provided at the pick-up time to ensure only authorized people are allowed to take children from camp site.
- Follows and adheres to all safety policies and procedures set forth by the Dolton Park District.
- Demonstrates a positive, courteous and enthusiastic attitude with children, parents, and staff.
- Assist in keeping the camp site neat and clean.
- Participates in all camp staff meetings and trainings.
- Ability to follow written and verbal instruction.
- Performs all other duties as assigned or required.

Required Knowledge, Skills, Abilities, and Other Characteristics:

- Ability to work well with children.
- Skills in planning and implementing activities to meet the summer camp program needs.
- Recognize and respond to opportunities for group problem solving.
- Set a good example for campers in all areas.
- Ability to move and care for equipment such as tables and chairs.
- Guide campers in participating successfully in all aspects of camp activities.
- Ability to establish and maintain effective working relationships with associate personnel and program participants of all ages and ethnic backgrounds.
- Submit all required reports.
- Ability to meet attendance schedule with dependability and consistency.

Qualifications:

High School diploma or equivalent and a minimum of two years experience in the field of parks and recreation and/or two years experience involved in assisting the public. Able to maintain a current CPR/First Aid certificate.