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## SUMMER CAMP LEAD COUNSELOR

### JOB DESCRIPTION



**JOB TITLE:** Summer Camp Lead Counselor

**FLSA CLASSIFICATION:** Part-time, Non-Exempt Seasonal Employee

**DEPARTMENT:** Recreation

**IMMEDIATE SUPERVISOR:** Recreation Manager

#### POSITION FOCUS:

The Summer Camp Lead Counselor is to act as a liaison between the Camp Counselors and Camp Director. The Lead Counselor will work with all ages groups and assist in planning and prepping daily activities as well as effectively following directives and communicating with staff. The Lead Counselor is also responsible for supervising children, advising the counselors, and participating in the organization, development, and direction of a well-rounded summer day camp program. Counselors perform most activities outdoors. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. On extremely hot days or on rainy days camp will be held inside the Dolton Park facilities. The Lead Camp Counselor must be able to deal with multiple situations at the same time, while recognizing priorities of the department and the district.

#### QUALIFICATIONS:

- 18 years old (Can be hired if 16 or 17, if candidate is exemplary.)
- Current First Aid/CPR certification or ability to attend mandatory training.
- Experience with children in an organized setting preferred.
- Must be a creative and enthusiastic individual.
- Ability to relate well with and be able to lead children in a variety of activities.
- Ability to work within a team structure.
- Ability to maintain self-control and composure in difficult situations.
- Endure physical components of frequent sitting, walking, reaching, and can be on your feet for extended periods of time. As well as being able to lift, occasional climbing, balancing, stooping, kneeling, and crouching. Employees may perform duties which include, but are not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

#### EDUCATION AND EXPERIENCE:

- Have or obtaining, a high school diploma or G.E.D. equivalent.
- Work experience or classroom experience with children in an organized setting preferred.
- First Aid Certification and CPR Certification (Preferred)
- Childcare: 1 year (Preferred)

#### HOURS:

The Summer Camp Counselor is a seasonal, part-time position in which the total amount of hours required is based on the total amount of campers registered to participate in the camp program offered by the Dolton Park District's Recreation Department and the camp time frame. A ratio of 1 counselor per every 8 youth ages 5 to 8 years and 1 counselor per every 10 youth ages 9 to 15 is the determining guideline. Work hours will consist of mainly daytime hours as well as Pre/Post Camp, depending on assignments. Hours are not to exceed 35 hours per week.

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#### LEAD COUNSELOR ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, supervise, and participate in all pre-determined summer camp activities.
- Attend weekly staff meetings and any in-service training and orientations.
- Assist with preparing the camp environment and setting up needed materials and supplies.
- Serve as a mentor to the Counselors in Training (CIT's/Junior Counselors).
- Properly prepare attendance forms, time sheets, lesson plans, and all other record-keeping methods and turn them in to the Camp Director.
- Recommend supply purchases to Camp Director.
- Immediately contact the Camp Director with all disciplinary problems, accidents, first aid emergencies, and any other important matters that arise.

#### COUNSELOR ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercise safe work habits.
- Interact with the children and encourage their involvement in activities.
- Prepare a warm and safe environment that is orderly, clean, and appealing, and permits the child to grow and explore.
- Share new ideas, including games, arts & crafts, and field trips with other counselors and Camp Director.
- Keep account of all equipment issued in your care; report lost, stolen, or damaged equipment to the Camp Director.
- Report all damage to program area and any maintenance repairs of program area to the Camp Director.
- Maintain good working relationship with campers, the community, and other Recreation Department staff.
- Demonstrate a professional attitude when dealing with the public to maintain good customer relations.
- Answer questions and handle complaints in a positive manner to provide excellent customer service.
- Serve as a communication link between the campers, their families, and the Recreation Department.
- Participate in any job-related workshops as deemed necessary by the Camp Director.
- Perform other duties which are job related as requested by the Camp Director.

***Dolton Park District is an equal opportunity employer. This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.***

***Please send a completed Dolton Park District application to our Administration Department, Attn: Hiring Department, 721 Engle St., Dolton, IL 60419, email at [contactus@doltonparkdistrict.org](mailto:contactus@doltonparkdistrict.org) or by fax at 708-841-2177.***