

# Warrenville Park District

## Job Description

**Job Title:** Day Camp Counselor

**Salary Range:** \$15.00 - \$16.00 per hour - DOE

**Department:** Recreation

**Employee Classification:** Short-term

**Immediate Supervisor:** Day Camp Site Supervisor,  
Director of Camp and Recreation Supervisor

**FLSA Status:** Non-Exempt

### JOB STATEMENT

Under the direction of the Day Camp Site Supervisor, responsible for leading, teaching, and supervising youths at camps organized by the District; demonstrating daily activities and interacting with campers as needed. Reports daily to the Day Camp Site Supervisor of the assigned camp.

### QUALIFICATIONS:

1. Knowledge and experience working with children of all ages, including those with ADA disabilities.
2. The ability to communicate both written and orally.
3. Strong organizational skills.
4. Experience in a Day Camp environment or an equivalent combination of education and experience preferred.
5. The ability to work independently, efficiently and attend to details.
6. Must be age 16 years and older.
7. First Aid/CPR/AED certification prior to the start of position is required.
8. Vehicle drivers must hold a valid IL State Driver's license and be 21 years of age.
9. Must be a certified DCFS Mandated Reporter of Child Abuse and Neglect prior to working with children and maintain certification while employed with the District.

### DUTIES AND RESPONSIBILITIES

#### *Essential Functions:*

1. Responsible for the daily opening and closing of the Day Camp and may be asked to fill-in for general camp operations during the absence of another Counselor at another site.
2. Regular attendance and punctuality.
3. Performs general camp duties in the morning before camp begins.
4. Receive, and turn in any parent/camp correspondence to the Camp Site Supervisor.
5. Check in daily with the Day Camp Site Supervisor.
6. Distributes correspondence to parents and campers as directed by the Day Camp Site Supervisor or Recreation Supervisor.
7. Assist in the setup, and processing all forms and paperwork relating directly to the campers and their personal history health forms.
8. Responsible for daily check-in and check-out procedures of all campers with the parents or guardians.
9. Provides clients/parents with forms and instructions in cooperation with the Day Camp Site Supervisor, Recreation Supervisor and/or Superintendent of Recreation.
10. Responds to questions, assists parents, visitors and temporary/seasonal staff.
11. Assist in the inventory and end of season clean-up of Day Camp equipment and supplies.

12. Directly supervises all day campers within assigned program areas and participates in each event that is planned for the campers.
13. Supervision and participation of all camp activities including the July 3<sup>rd</sup> Parade, July 4<sup>th</sup> Park Activities and Summer Daze Event.
14. Supervise the children while traveling in the Warrenville Park District van, Para transit bus or school bus on either swim or day trip days.
15. Practice safety measures and wear required safety equipment.
16. Wear proper attire during all working hours per the Camp Staff Manual.

### ***Knowledge, Skills and Abilities***

1. Knowledge of early childhood education and the willingness to learn and demonstrate new ideas.
2. The ability to be well organized, establish priorities, and have good leadership skills.
3. Must maintain a positive attitude on a regular basis and possess the ability to work under stressful conditions.
4. Ability to function independently, possessing a high degree of self-motivation and self-direction.
5. Technical skills necessary to operate basic office machinery.
6. Knowledge of public relation techniques and the ability to use them in promotion of recreation programs and services.
7. Ability to work well with co-workers and engage their assistance in developing and operating day camp on a daily basis.
8. Knowledge of time management techniques and the ability to use skills in developing schedules and adhering to timelines.
9. Assist with special events as needed.
10. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
11. Must exhibit good problem solving and good judgments in keeping with the mission, vision and values of the District.
12. Ability to use safe practices in accomplishing work.

### ***Safety Responsibilities***

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Work in harmony with the Day Camp Site Supervisor and Recreation Supervisor to organize loss control program aspects, which are particular to the department.
3. Maintain a working knowledge of all general and departmental specific safety rules.
4. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department.
5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
6. Participate in job training and continuity safety instruction as instructed by either Day Camp Site Supervisor or the Recreation Supervisor.
7. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
8. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
9. Assist with emergency procedures and building evacuation.

**Physical Requirements**

1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
2. Occasionally lifts and carries items weighing up to twenty-five (25) pounds.
3. Requires hand-eye coordination and manual dexterity to operate a computer keyboard, copy machine, telephone, calculator, fax machine and other office equipment.
4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, and computer terminals.
5. Requires hearing within normal range for telephone and customer service.
6. Prolonged standing during special events may be required.
7. Requires assisting with set up of programs and special events as needed.
8. Requires working in areas which are not air-conditioned.
9. Requires the possibility of driving a District vehicle for field trips if employee has been trained and assessed prior to request, and must be 21 years of age or older.

**Working Conditions**

1. Normal outdoor environment with exposure to excessive heat, noise, dusts temperature and the like.
2. Exposure to weather conditions which can include high heat and rain.
3. Exposure to chemicals such as fertilizers, cleaning agents and fuels.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold in the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of the requirements or responsibilities, it is my duty to seek assistance from my Supervisor/Manager. I am aware that the Job Description may be changed and an updated copy will be available to me.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date