

**JOB DESCRIPTION – DAY CAMP COUNSELOR**  
**Northfield Park District**

A. Job Title: Day Camp Counselor

The Day Camp Counselor is 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 the liaison between the staff, Park District, child and parent. The ability to clearly communicate in both written and oral fashions is essential to this position. Daily/hourly requirements for contact with children and parents require 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 non-scheduled 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, well-being and development for participants ages 3 through 14 years of age. Hours 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 as established by the senior staff.

B. Qualifications:

1. Age 16 years or older, or ability to secure a work permit.
2. Minimum of one year's experience working with children in a public recreation environment or private children/day care/camp environment.
3. Must submit to a criminal background check as mandated by the Illinois Department of Children and Family Services.
4. Current documentation attesting completion of approved First Aid and CPR course or complete this course prior to assignment in this position.

C. Work Hours:

- Camp begins June 10, 2019 and runs through August 9, 2019.
- Camp hours are 9am – 12pm Monday-Friday, with opportunity to also work 12-3pm depending on availability.
- The Day Camp Counselor must be prepared to work at least 8:30am – 12pm every weekday during the camp season and 8:30am – 3pm at least 1 day per week.
- The Day Camp Counselor must also be available to work the Northfield Park District's 4<sup>th</sup> of July event during that morning.
- Time requested off must be approved by the Recreation Supervisor.

D. Immediate Supervisor: Day Camp Director

E. Duties and Responsibilities:

1. Essential Functions

- a. Prepare and complete lesson plans and agency forms for daily activities.
- b. Plan and organize indoor and outdoor activities gearing them to the needs of the various groups.
- c. Conduct all activities in the safest manner possible. Report unsafe equipment immediately, correct unsafe actions on the spot.
- d. Lead or assist in all activities, maintain positive, inclusive approach with all assigned participants.
- e. Strive for inclusion of all camp participants in all scheduled activities.
- f. Understand and use proper and effective discipline with campers, including dealing with unruly or combative children.
- g. Document as required actions and incidents associated with program participants.
- h. Understand and conform to all safety policies, directives and procedures as specified in writing and in verbal manner from appropriate senior staff.
- i. Ability to communicate clearly and effectively in written and verbal methods with staff, parents and children.
- j. Ensure a cheerful and positive environment for participants.
- k. Plan and assist in the daily preparation for the day camp with emphasis on program requirements and transportation as required.
- l. Participate in staff meetings and exercise.
- m. Supervise loading and accountability procedures for transporting children in accordance with published day camp procedures.
- n. Supervise the clean-up and accountability of supplies at the end of daily operations.
- o. Participate in all scheduled activities.
- p. Perform any other assigned tasks as needed to complete the scheduled program.

2. Marginal Functions

- a. Transport children in approved park district vehicles when necessary (only if above the age of 21).
- b. Act as a substitute counselor as required.
- c. Attend Board of Commissioners meetings as specified.

F. Psychological Considerations

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employees must work effectively under deadlines in a variety of environments and elements.
3. The employee must be able to devise teaching methods and instruction for participants to be able to conduct activities.
4. Employee must demonstrate leadership qualities to perform required work.
5. Employee must be able to function in a sometimes fast and ambiguous environment.
6. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.
7. Employee must understand the demands for accountability of all children assigned to program or area of responsibility.

G. Physical Considerations

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|--------------|------------------------|
| 1. Sitting   | Frequently             |
| 2. Walking   | Frequently             |
| 3. Strength  | Medium (40 to 50 lbs.) |
| 4. Balancing | Occasionally           |
| 5. Stooping  | Occasionally           |
| 6. Kneeling  | Frequently             |
| 7. Crouching | Frequently             |
| 8. Reaching  | Frequently             |
| 9. Handling  | Frequently             |
| 10. Feeling  | Occasionally           |

H. Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile to designated site.
2. Employee general work area is outdoors, exposed to traditional climatological extremes found during summer in the northeast Illinois area.
3. Must be able to have routine contact with the public.
4. Employee is expected to work in a non-smoking/tobacco free environment.

I. Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.

3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
5. Employee must use good safety awareness and judgment in all aspects of the position.
6. Employee must use good sense and awareness to ensure protection of children participating in this program.