

Mokena Community Park District

10925 West La Porte Road - Mokena, IL 60448



JOB TITLE: Day Camp Counselor
DEPARTMENT: Recreation
REPORTS TO: Recreation Supervisor
CLASS/FLSA: Part-Time, Non-Exempt
HOURS: Varies (between 7:30 am-6 pm)
DAYS: Monday-Friday (Days Vary)
SALARY: \$15-16/hour

SUMMARY

Under the direction and supervision of the Recreation Supervisor, the Day Camp Counselor is responsible for the safety and supervision of the Day Camp participants. Day Camp Counselors will plan, implement, and execute daily activities and games. They will also be required to provide daily feedback to the Supervisor and the parents. Counselors are responsible for ensuring the delivery of a fun experience in a safe environment. Must be available for training days at the end of May and Meet the Counselor Days. Camp starts June 2, 2025.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Supervise and ensure the safety of all participants at all times. This includes ensuring participants are properly hydrated, playing in areas that are free of hazards, etc.
2. Leads and participates in activities, games, and experiences with all participants.
3. Track attendance and perform head counts of participants throughout the day.
4. Maintain a positive relationship with staff, peers, participants, parents, vendors, and volunteers.
5. Demonstrates confidentiality of participant and agency information.
6. Demonstrates the capacity to make sound decisions and effectively communicate with participants, parents, vendors, volunteers, and other staff members.
7. Responsible for any equipment and materials used.
8. Responsible for following and enforcing all guidelines of Mokena Community Park District.
9. Responsible for cleaning activity areas during and at the conclusion of programming.
10. Prepare and submit incident reports, attendance reports, and other required paperwork daily.
11. Interact with parents/guardians during drop-off and pick-up times.
12. Communicate any behavioral or disciplinary problems to the attention of the Recreation Supervisor.
13. Other duties as assigned.

SKILLS AND EDUCATIONAL REQUIREMENTS

An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. Must have prior experience in working with children. Must have and/or obtain valid First Aid,

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CPR, and AED by the first day of camp. Must complete all day camp trainings at the end of May.

PSYCHOLOGICAL CONSIDERATIONS

Must have the ability to resolve differences and problems that arise with patrons.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the individual is regularly required to stand, walk, balance, climb, crouch, kneel, and sit. While performing the duties of this job, the employee may be required to lift, turn, and carry items up to 25 pounds.

ENVIRONMENTAL CONSIDERATIONS

Most of the work day is outside. Will be required to work in various weather conditions, including hot temperatures and rain.

SUMMARY OF BENEFITS

Counselors will be able to obtain an Oaks membership during their time of employment upon all completed paperwork. This does not include specialty classes. Employees will have to pay direct cost of all programs outside of Gym/Fitness membership.

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