

Park Ridge Recreation and Park District

2701 Sibley Avenue
Park Ridge, Illinois 60068
847.692.5127

Position: Day Camp Counselor

Job Description: Under the supervision of the Site Director, the Day Camp Counselor will plan, organize, lead, participate, supervise, and implement day camp programs.

Duties and Responsibilities:

1. To assist in the operation of camp activities and the safety of the children during camp hours.
2. To administer camp in accordance with the adopted budget, guidelines, policies, and procedures.
3. To establish a positive relationship with the Site Director regarding curriculum, reports, trips, etc.
4. To assist with the planning, leadership, and implementation of a variety of recreation activities.
5. To uphold the Park District's commitment to safety by participating in safety programs, promptly reporting accidents and hazardous conditions to Supervisor and complying with the Park District's safety policies as presented in the Part-Time Personnel Policy Manual and the Day Camp Staff Manual.
6. Conduct oneself as a leader and role model for campers.
7. Keep all equipment and supplies in good working condition and also in a neat and orderly fashion.
8. Organize camp activities, which include proposing planned activities and implementing activities.
9. Serve in a professional and courteous manner with the highest regard to the customer.
10. Other duties as assigned by Immediate Supervisor.

Qualifications:

1. Individuals with experience and knowledge of leading youth activities. Preference will be given to applicants with previous camp experience.
2. Thorough knowledge of camp related activities.
3. Ability to demonstrate leadership, initiative, and creativity in order to establish and direct a comprehensive recreational environment.
4. Ability to maintain self-control and composure when dealing with staff and public.
5. Ability to tactfully discuss campers' behaviors with the campers and the parents as needed.
6. Ability to perform first aid. **Must be certified in C.P.R.**