

Park District of Oak Park

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.

Job Description

Job Title: Camp Counselor
Division: Recreation
Location: Various parks, schools, and facilities throughout the Village
Reports to: Site Supervisor

Job Purpose

The Camp Counselor leads and acts as a role model to a group of campers in a variety of activities including sports, competitive and non-competitive games, songs, crafts, swimming, and field trips. Counselors develop and engage campers in activities while enforcing Park District rules and ensuring the safety of campers, staff and the public. Counselors may be assigned to any of the following camps, depending on qualifications and experience: General Recreation, Sports, Ice Rink, Teens, or Special Interests/Arts.

Essential Functions

- Actively participate in all training prior to the start of camp
- Greet parents and youth as they arrive and assist in making sure that campers are properly signed in and out
- Assist in monitoring and maintaining the safety of all campers on weekly field trips and pool visits when applicable
- Assist in maintaining attendance sheets, ensuring that campers are properly signed in and out
- Communicate with parents/guardians about daily activities and camper progress
- Understand, communicate, and assist in enforcing camp and Park District rules or policies
- Play an active role in leading the daily schedule and activities to keep campers excited, safe, and engaged
- Initiate spontaneous activities to accommodate agenda conflicts/changes
- Assist in addressing camper behavior/disciplinary issues
- Assist with the inventory of camp and first aid supplies; requisition as needed
- Assist in providing excellent customer service and maintaining a positive public image by addressing questions and concerns from staff, patrons, participants, and parents immediately
- Assist in keeping program supplies, equipment, and facility space clean and organized
- Assist with identifying and observing equipment daily for possible maintenance needs and adjustments; report maintenance needs to Site Supervisor
- Assist with the completion of all paperwork as required including, but not limited to reports and logs
- Attend all staff meetings and training programs as required
- Wear Park District staff shirt and identification during all work hours

Additional Functions

- Occasionally assist with events and programs
- Complete other duties as assigned by Supervisor or other Park District administration

Knowledge, Skill, and Work Experience

Required

- Must be at least 16 years of age
- Must obtain CPR & First Aid Certification
- Must obtain Mandated Reporter Certification
- Must have the ability to solve problems as they arise
- Must possess basic knowledge of a variety of age appropriate activities or skills applicable to camp assignment: General Recreation, Sports, Swim & Skate, Teens/Counselors in Training, or Special Interests/Arts
- Must be highly motivated and able to assume a positive and active role in the camp, even while working under potentially stressful conditions (hot or cold weather, upset or injured participants, etc.)
- Must have the ability to be firm with participants when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all campers, facilities, and equipment

Recommended

- Experience working with youth, especially in a recreation setting, preferred
- College coursework in recreation, education, or related field preferred

Physical Considerations

- Frequent walking, running, standing, reaching, bending
- Must be able to lift up to 35 lbs
- Majority of work is outside, summer weather conditions

Environmental Considerations

Will be exposed to occasional inclement weather including heat, humidity, cold, rain, and wind

Cognitive Considerations

- Ability to work independently without direct supervision
- Ability to present ideas and recommendations in a concise manner
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material
- Ability to operate assigned equipment
- Ability to effectively interact and communicate well with others
- Ability to interpret and explain recreation division and District policies and procedures
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility
- Ability to resolve conflict safely, calmly, and effectively

Hours and Compensation

- Pre-Season: Roughly 25 hours of pre-camp training in late May/Early-June
- June-August: 40 hours a week M-F; Daily hourly schedules vary (between 7am-6:30pm) based on program and staffing needs

- \$9+ DOQ

Customers

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups and the Oak Park Business Community

Revised Date: January 2014

Last Reviewed Date: January 2014

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.