



## Flagg-Rochelle Community Park District Summer Camp Site Coordinator

### Summary

Reporting to the Summer Camp Directors, the Summer Camp Site Coordinator is responsible for acting as the liaison between Summer Camp counselors, participants and the Rochelle Park District.

### Classification

Part-time and/or seasonal

### Qualifications

- Demonstrated ability to teach children
- Knowledge of child development
- Ability to communicate and interact effectively with children, parents and staff
- Ability to enforce Park District rules and safety practices

### Essential Duties

- Create Lesson plans for themed weeks
- Schedule staff
- Maintain designated administrative records
- Organize facilities, closets and storage areas for Camp
- Act as a contact for Camp participants and Park District staff. Answer questions and concerns
- Program planning
- Assist with special events
- Implement appropriate safety and disciplinary practices
- Operate within the specified budget
- Maintain a clean, safe and orderly working environment
- Complete accident reports, as needed
- Develop and maintain ongoing communication with other staff regarding current trends/specific situations
- Support the philosophy and rules of the program and the Rochelle Park District
- Substitute when needed
- Perform other duties as assigned
- Review lesson plans on a weekly basis
- Monitor sign-in and out sheets / Rosters
- Greet parents and children at drop-off and pick-up
- Assist with planning and coordinating programs and trips
- Provide direction to camp participants
- Handle day to day situations that come up at camp (discipline, separation issues, etc.)
- Store and organize all camp supplies

### Hours and Compensation

In order to accomplish the necessary responsibilities of the position, the employee may work a combination of daytime and evening hours.

Specific compensation will be within the established pay range for the position based on the individual's experience, qualifications and performance.

### Required Availability

Summer Camp runs June 4, 2018 – August 10, 2018. Orientation will be held the week of May 27, 2018.