



Flagg-Rochelle Community Park District Summer Camp Counselor

Summary

Reporting to the Summer Camp Site Coordinator and Summer Camp Directors, the Camp Counselor is responsible for acting as the liaison between Summer Camp 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

- 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 class (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.