

DeKalb Park District Position Description

DEPARTMENT: Recreation

TITLE: Day Camp Counselor

CLASSIFICATION: Seasonal, Non-Exempt

SUMMARY OF POSITION: Under the direction of the Day Camp Leader, this individual will assist in providing guidance and instruction to day camp participants through a variety of games, crafts, sports, and outdoor activities/programs.

SUPERVISION RECEIVED: Reports to the Specific Day Camp Leader.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of this position.

1. Assists the Day Camp Leader in the organizing, supervising, and conducting the District's day camp programs and activities as assigned.
2. Assists in planning and implementing weekly schedules.
3. Assists in maintaining accurate program records including incident reports, attendance records/rosters, and other documentation required by the District.
4. Assists in risk management activities for the program and the facilities where day camp programs are conducted.
5. Ensures the program site is kept clean, organized, and free of litter.
6. Communicates to the Day Camp Leader any issues in the program, including schedule changes, program supplies/equipment needs, participant behavior issues, or other concerns and feedback.
7. Interacts with participants and parents/guardians in a courteous and professional manner.
8. Other duties as assigned.

PERIPHERAL DUTIES:

1. Attends all meetings, planning and training sessions as required.

2. Provide backup to related positions when possible.
3. Assists other staff as needed.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - A. High School diploma or equivalent.
 - B. Minimum age of 18 years.
 - C. Experience working in a camp, youth program, recreation program, or with children desired.
 - D. Must be currently certified in CPR, AED and First Aid from an accredited organization or obtain certification within one month of employment.
2. Necessary Knowledge, Skills and Abilities:
 - A. Ability to assist in planning, organizing and implementing program activities.
 - B. Excellent communication skills.
 - C. Strong organizational skills.
 - D. Ability to work collaboratively in a team environment.
 - E. Ability to effectively interact with staff and the public in a professional manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must have the physical ability to lead and participate in camp activities which may include hiking, running, swimming, physical games and activities. The employee is frequently required to: stand, sit, walk, kneel, crouch, stoop, crawl; use hands to finger, handle, feel or operate objects; and to talk or hear. Must be able to lift and carry up to 25 lbs. by themselves and 75 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties associated with this job, the employee will be required to work outside, during various weather conditions, including hot temperatures, humidity and rain. The employee may work near people swimming, playing games, sports, or other activities/programs and may be exposed to moderate to loud noises associated with crowds or special events.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference, background checks (including Law Enforcement Agencies Data Systems - LEADS), Child Abuse & Neglect Tracking System (CANTS) clearance (for job specifics), and job-related tests may be required.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties from this document or job specific documentation does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

APPROVAL:

Human Resource & Payroll Manager

Date

Executive Director

Date

Revision & Approval History:

Effective Date: August 21, 2008
Revision Dates: March 10, 2012
April 9, 2019