



# Urbana Park District

## JUNIOR COUNSELOR/COUNSELOR-IN-TRAINING SUPERVISOR

**Number of Positions:** 1

**Salary:** \$10.50- \$12.00/hr

**Dates:** May 6-August 2, 2019; ~25 hrs/wk, ~11 weeks; start date flexible  
Monday through Friday, times to be arranged.

### **GENERAL DESCRIPTION:**

Under the supervision of the Environmental Education Coordinator, the JC/CIT Supervisor is responsible for training and supervising all teen Counselors in Training and Junior Counselors. This position works closely with all camp Site Supervisors to integrate the teen leadership training program into existing preschool and youth camp programs. Coordinates all staff meetings and conducts evaluations in timely manner. Training for this position will be arranged individually.

### **QUALIFICATIONS:**

The JC/CIT Supervisor must have interest, enthusiasm and experience working with teens. Must have supervisory ability and the ability to organize a wide variety of activities. Communication skills, problem solving, and the ability to enunciate sound policies and clear direction are necessary. **CPR and First Aid certifications are required. Minimum age requirement: 21 years.**

### **DUTIES AND RESPONSIBILITIES:**

1. Assist Environmental Education Coordinator with the development of goals and objectives for the C.I.T. and J.C. programs
2. Assist Environmental Education Coordinator with planning of overall format, structure and rules of the program.
3. Coordinate in-service training and weekly staff meetings.
4. Communicate clearly and professionally with parents/guardians and other supervisory staff.
5. Coordinate placement of teens with counselors and their corresponding campers.
6. Observe and evaluate teens while they are working with counselors and groups.
7. Coordinate evaluations of teen staff by counselors and of counselors by teen staff.
8. Supervise and assist Junior Counselors with program planning; evaluate program development and leadership.
9. Develop and maintain communications with teen staff and counselors.
10. Review J.C. time sheets for accuracy.
11. Provide overall report of the teen program, including evaluation of the program organization, and possible improvements for the future.
12. Participate in staff training and meetings as required.
13. Act as a positive role model for teens, campers, and counselors.
14. Follow all UPD and Nature Center policies and procedures.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Must have the ability to work outdoors under various weather and environmental conditions.
- Must have the physical ability to lead and actively participate in camp activities which include, but are not limited to, hiking, swimming, arts and crafts, physical games, and educational activities.
- Must be able to physically respond quickly in an emergency.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and children's well-being.
- Must have the ability to physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).
- Must be able to speak loudly to groups of children.
- May be required to lift and carry up to 50 pounds in various forms.
- May be required to sit, stand, or maintain physical activity for extended periods of time.