

Palos Heights Recreation Department
Summer Camp Counselor
Job Description

The Summer Camp Counselor is responsible for supervising children and participating in the organization, development, and direction of a well-rounded summer day camp program.

The Summer Camp Counselor is a seasonal, part-time position in which the total amount of hours required is based on the total amount of campers registered to participate in each camp program offered by the Department and each camp's time frame. A ratio of 1 counselor per every 6 youth ages 3 to 5 years and 1 counselor per every 8 youth ages 6 to 8 and 1 counselor for every 10 campers for ages 9-12 years is the determining guideline. Hours are not to exceed 40 hours per week.

Palos Heights Parks and Recreation Department is an equal opportunity employer.

JOB QUALIFICATIONS:

- 18 years old (Can be hired if 16 or 17, if candidate is exemplary.)
- Current First Aid/CPR certification or ability to obtain within three months of employment.
- Experience with children in an organized setting preferred.
- Must be a creative and enthusiastic individual.
- Ability to relate well with and be able to lead children in a variety of activities.
- Ability to work within a team structure.

JOB RESPONSIBILITIES:

- Plan, supervise, and participate in all pre-determined summer camp activities.
- Attend weekly staff meetings and any in-service trainings and orientations.
- Assist with preparing the camp environment and setting up needed materials and supplies.
- To interact with the children and encourage their involvement in activities.
- To prepare a warm and safe environment that is orderly, clean, and appealing, and permits the child to grow and explore.
- Serve as a mentor to the Counselors in Training (CIT's/Junior Counselors).
- Properly prepare attendance forms, time sheets, lesson plans, and all other record keeping methods and turn in to Camp Director/Recreation Supervisor.
- Keep account of all equipment issued in your care; report lost, stolen, or damaged equipment to the Camp Director.
- Report any and all damage to program area and any maintenance repairs of program area to the Camp Director.
- Recommend supply purchases to Camp Director.
- Share new ideas, including games, arts & crafts, and field trips with other counselors and Camp Director.
- Immediately contact Director with all disciplinary problems, accidents, first aid emergencies, and any other important matters that arise.
- Exercise safe work habits.
- Maintain good working relationship with campers, the community, and other Recreation Department staff.
- Demonstrate a professional attitude when dealing with the public in order to maintain good customer relations.
- Answer questions and handle complaints in a positive manner in order to provide excellent customer service.
- Serve as a communication link between the campers, their families, and the Recreation Department.
- Participate in any job related workshops as deemed necessary by the Camp Director.
- Perform other duties which are job related as requested by the Camp Director.

Please send a completed Palos Heights application to Recreation Manager, Kara Case at Kcase@palosheights.org or by phone at 708-480-3054.

