

Oak Forest Park District – Job Description

Camp Counselor

Summary

The Camp Counselor is responsible for planning and implementing daily activities for ages entering 1st grade through 8th grade.

The Camp Counselor is responsible for performing the essential functions as outlined in this analysis. This is a seasonal position working 28-36 hours per week, dependent upon the camp you are assigned to. Training sessions are mandatory.

Qualifications

Knowledge in programming age appropriate activities.
First aid and CPR certifications are required.

Immediate Supervisor

All Camp Counselors are under the direction of the Camp Coordinator & Assistant Camp Coordinators.

Essential Functions

1. Directly responsible for a specific age group of campers.
2. Plan weekly schedules of daily activities appropriate for the age group for which you are responsible.
3. Take daily attendance.
4. Implement the planned daily activities and be an active participant in them.
5. Plan mini-fieldtrips, and prepare and confirm each camper receives and returns a Parental Permission slip.
6. Collect fieldtrip permission slips and keep track of who has handed them in and who has not.
7. Attend weekly fieldtrip and be directly responsible for children assigned to you, but be willing to help those volunteer chaperones having difficulty in maintaining order within their group.
8. Participate on swim days and adhere to the facilities rules.
9. Assist in the creating of the Special Event. Be an active participant in the preparation and implementation of those games and activities centered around the theme for the day.
10. Handle behavior problems calmly and diplomatically, according to rules and if needed, seek help through the Asst. Camp Coordinator or Camp Coordinator.
11. Report all behavior problems to Camp Coordinator or Assistant Camp Coordinator and if directed, complete disciplinary reports.
12. Within your group, be responsible for knowing each child's limitations, needs and emergency information.
13. Be patient, courteous and friendly with campers, parents/guardians and patrons of the park.
14. Assists and performs other duties as assigned by the Camp Coordinator or Assistant Camp Coordinator.
15. Prevent accidents through the enforcement of all Park District policies, rules, regulations and ordinances, governing the conduct of all persons participating in such activities.
16. When working, constantly be on the alert for possible accidents occurring in the outside area as well as all rooms inside the building, including the locker rooms and washrooms.
17. Perform additional functions as assigned within your camp.
18. Adheres to Oak Forest Park District policy regarding Chain of Command.

Marginal Functions

1. Light maintenance of common areas.
2. Physical setup and take down of activities.
3. Cleaning up the park areas where debris was left by campers.
4. Put away all equipment at the end of each day.
5. Able to lift up to 40 pounds.

Psychological Considerations

1. Must be able to resolve conflicts between campers, implement behavior management and discuss situations with parents.
2. May have to work under stressful situation if CPR or First Aid is required and or a camper becomes lost.
3. Must be able to be flexible in scheduling problems and in working with co-workers.
4. Adapting to and handling situations that arise, that may or may not be under your control.

Physiological Considerations

1. Must be able to participate in all activities.
2. May work in high temperatures and humidity.

Environmental Considerations

Will be exposed to various weather conditions, including high temperatures and high humidity.

Cognitive Considerations

1. The ability to resolve differences fairly and with good judgement is necessary.
2. Must possess good safety awareness and judgement.