

POSITION TITLE: Camp Counselor
REPORTS TO: Recreation Manager/ Camp Supervisor
DEPARTMENT: Recreation
STATUS: Part-Time Non-Exempt



Job Summary:

The Camp Counselor is directly responsible for leading daily activities and interacting with the participants at their assigned camp location.

Essential Functions:

- 1) Responsible for the leadership and supervision of camp participants at assigned camp location.
- 2) Contributes ideas and activities to Camp Supervisor for weekly lesson plans.
- 3) Participates in all planned activities daily.
- 4) Communicates with participants, parents/guardians of participants, co-workers, and supervisor.
- 5) Ensures all camp participants in his/her group are signed out by an approved, identified adult each day unless the camper has self-departing authorization from parent/guardian.
- 6) Completes Accident/Situation Reports accurately as needed.
- 7) Demonstrates the ability to recognize and take appropriate action to correct safety hazards.
- 8) Ensures the safety of camp participants at all times.
- 9) Greets participants and parents/guardians upon arriving and departing each camp day.
- 10) Assists SRACLC Inclusion Staff with camp participants as needed.
- 11) Transports camp participants medication with them when traveling off-site.
- 12) Ensures swim wristbands for all camp participants in their group are brought to open swim.
- 13) Administers first aid as needed.
- 14) Attends weekly camp site meeting.
- 15) Adheres to rules and policies of the Village of Libertyville and Camp Program.
- 16) Attends staff orientation prior to the start of camp.
- 17) Makes recommendations and works to ensure that the Village is in compliance with all ADA guidelines for registration, programs, and facilities.
- 18) Performs other duties as assigned.

Education and Experience:

This position requires a person of at least 16 years of age; training and experience in working with children.

Knowledge, Skills and Abilities:

1. Ability to work and communicate with persons of all ages and backgrounds.
2. Ability to communicate, follow directions and work efficiently with others.
3. Must have the ability to read, write and organize materials

Physical Demands/Work Environment:

Staff may be required to work for long periods outside. Staff member must be able to lift, turn, and carry 25 pounds at least 10 feet. Staff may be required to work during various weather conditions, including hot temperatures.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and additional duties may be assigned at any time.

Staff Contact: Julie O'Toole, Recreation Manager
jludwig@libertyville.com
847-247-7651