

Job Title: Summer Camp Counselor

Classification: Recreation Programming

Salary: \$9.50/Hour

Dates of Employment: June 4-August 1 (25 hours planning time before camp begins)

Part-time/Temporary/Seasonal- 12-15 hours/week (Max 135 hours)

Summer camp times: Tuesday-Thursday – 9:00 am-12:00 pm, plus set-up & clean-up

Position Purpose:

The Summer Camp Counselor will assist in the implementation of the Summer Camp at the Village of Shorewood. This position will provide direct assistance to the Head Camp Counselor and oversee onsite activities. This position is responsible for the supervision of participants under direction of Head Camp Counselor. This position and the Head Camp Counselor are overseen and ultimately reports to the Village of Shorewood Parks & Recreation Coordinators.

Essential Duties and Responsibilities:

- Assist in facilitating camp activities such as crafts, sports, group activities, and themes for each week.
- Supervise summer camp participants.
- Assist in managing the logistics related to summer camp. Provide the highest level of customer service to parents, fellow staff and children enrolled in camp.
- Maintain on-going communication with Head Summer Camp Counselor in regards to ordering supplies or restocking materials.
- Inform Head Summer Camp Counselor about participant injuries or behavior concerns daily during duration of camp.
- Ensure safety for all camp participants and make sure all incidents are properly reported and notify Head Summer Camp Counselor of any difficult situation.

Additional Requirements:

- Act as a role model to all staff in interactions with children and parents. Distribute written communication to program participants as necessary. Requires the ability to interpret instructions furnished in written, oral, or schedule form.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with customers.
- Ability to interact tactfully and professionally with the public and co-workers.
- Successful completion of a pre-employment background check and drug screening.

Relationships:

Will need to collaborate with the local community including: Local Police, Firefighters, School District, Township, Library, other government agencies, staff, parents and participants of the community.

Qualifications:

Applicant should have at least 1 year of experience working with children between 1st-5th grades. Must be at least 16 years of age or older.

Physical Aspects of the Job:

Job conditions include: bending, squatting, sitting, lifting, reaching, walking, standing for extended period of times, exposed to outdoor elements, and ability to lift up to 25lbs.

Please send application, resume and cover letter to parks@vil.shorewood.il.us