

**Job Title:** Head Summer Camp Supervisor

**Classification:** Recreation Programming

**Salary:** \$15/Hour

**Dates of Employment:** June 4-August 8 (50 hours planning time before camp begins)

Part-time/Temporary/Seasonal- 15-18 hours/week (Max 210 hours)

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

**Position Purpose:**

The Head Summer Camp Counselor will implement the Summer Camp at the Village of Shorewood. They will develop program plans and implementation of onsite activities. This position is responsible for the supervision of program staff and participants. This position is overseen and ultimately reports to the Village of Shorewood Parks & Recreation Coordinators.

**Essential Duties and Responsibilities:**

- Develop, schedule, and facilitate camp activities such as crafts, sports, group activities, and themes for each week. This includes additional plan time each week outside of summer camp hours.
- Supervise program participants and staff.
- Manage the logistics related to summer camp. Provide the highest level of customer service to parents, staff and children enrolled in camp.
- Assist with the evaluation of staff at the end of summer and monitor staff performance throughout the summer.
- Maintain on-going communication with Recreation Coordinators in regards to ordering supplies or restocking materials.
- Inform parents about participant injuries or behavior concerns daily during participant pick-up.
- Provide direction to staff by delegating responsibilities and working cooperatively to complete goals and objectives.
- Ensures proper equipment, supplies, and materials to perform each activity.
- Ensure safety for all camp participants and make sure all incidents are properly reported and notify Recreation Coordinators 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 2-3 years of experience working with children between 1<sup>st</sup>-5<sup>th</sup> grades. Must be CPR and First Aid qualified. High School Diploma or equivalent.

**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 25 lbs.

**Please send application, resume and cover letter to [parks@vil.shorewood.il.us](mailto:parks@vil.shorewood.il.us)**