

Lan-Oak Park District



Job Title:	Day Camp Counselor	Start Date:	June 4, 2024
Department/Group:	Recreation	End Date:	August 2, 2024
Location:	Eisenhower Center 2550 178 th Street	Travel Required:	Minimal - Local
Level/Salary Range:	\$12.00 - \$14.00 per hour	Position Type:	Seasonal
HR Contact:	Tammy McMahon	Date posted:	March 1, 2024
Will Train Applicant(s):	Yes	Posting Expires:	When filled

Applications Accepted By:

IN-PERSON, FAX or E-MAIL:

(708)474-8520 (Fax)
2550 178th Street, Lansing (In-Person)
tcmahon@lanoakparkdistrict.org

Mail:

Tammy McMahon
Lan-Oak Park District
2550 178th Street
Lansing, IL 60438

Job Description

Under the direct supervision of the Camp Site Supervisor, the Day Camp Counselor is responsible for assisting in organizing and conducting the camp at the Lan-Oak Park District.

QUALIFICATIONS

- Be at least 16 years of age.
- Have prior experience working with or supervising children.

SPECIAL REQUIREMENTS

- Ability to work well with the age groups of youth being serviced and to communicate effectively with the public in representing the operations and policies of the Lan-Oak Park District.
- Work hours will consist of mainly daytime hours depending on assignments.
- Due to the sensitive nature of the job, applicants must submit to a pre-employment background check.

ESSENTIAL FUNCTIONS

- Will be required to perform light lifting, moderate walking and the ability to be on your feet for extended periods of time.

PSYCHOLOGICAL FUNCTIONS

- Workers must be able to work with children ages 6 to 12 as well as co-workers.

ENVIRONMENTAL CONSIDERATIONS

- Worker performs most activities outdoors. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. On extremely hot days or on rainy days camp will be held inside the Eisenhower Center.

DUTIES

- Responsible for the care and safety of all participants in the day camp program.
- Responsible for inspecting grounds and rooms that will be used for day camp to ensure that it is safe for the campers. If necessary, contact the front desk of the Eisenhower Center to report any problems that need immediate attention.
- Responsible for cleanup before and after day camp.

Lan-Oak Park District



- Familiarize self with proper safety procedures in case of emergency, (fire, police, accident, disaster, etc.). Always put safety first and foremost in any activity throughout the day.
- Responsibility for program equipment and supplies used for day camp. If additional supplies are needed it will be your responsibility to inform the Site Supervisor.
- Assists the Camp Site Director with planning of activities to be administered. These activities include, but are not limited to: arts and crafts, games, sports, music, drama, field trips, and special events that are appropriate for the age groups.
- Participates in staff training, planning sessions and staff meetings as requested by the Recreation Supervisor and/or Superintendent of Recreation.
- Responsible for daily check-in and check-out procedures for each camper.
- Regular attendance is required. No vacations during the eight-week program.
- Counselors must be in a one-piece swimsuit and in the pool on swim days.
- Always participate with children and keep ideas flowing.
- Responsible for handing out any calendars and newsletters. Also, responsible for collecting any permission slips for field trips.
- Perform all other duties and responsibilities not covered above but directed by the Recreation Supervisor.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D. equivalent.
- Work experience or classroom experience with children is a plus.