

Lan-Oak Park District



Job Title:	Camp Site Supervisor	Start Date:	May 28, 2024
Department/Group:	Recreation	End Date:	August 2, 2024
Location:	Eisenhower Center 2550 178 th Street	Travel Required:	Minimal - Local
Level/Salary Range:	\$15.00 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)
tmcmahon@lanoakparkdistrict.org

Mail:

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

Job Description

Under the direct supervision of the Recreation Supervisor, the Camp Site Supervisor assists in planning and organizing a comprehensive program geared to day camp participants with the Recreation Supervisor. The Camp Site Supervisor also conducts and administers this program at their specific site.

QUALIFICATIONS

- High school diploma.
- Background in specific recreation program or experience in the same.
- Related work experience in addition to the minimum requirements, particularly desirable is teaching experience, whether formal or informal and/or a recreation background is preferred.

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.
- Ability to exhibit supervisory characteristics.
- Ability to work without direct supervision.
- Work hours will consist of mainly daytime hours, during camp hours.
- 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 an extended period of time.

PSYCHOLOGICAL FUNCTIONS

- Must be able to resolve differences with the assistance of the Recreation Supervisor between workers and participants.
- Must be able to work well with the public, co-workers and children ages 6 to 12.

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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

- Plan and supervise a diversified recreation program for ages 6 through 12.
- Prepare reports concerning the program as requested.
- Estimate the equipment needs on request.
- Make a submittal for purchase requests to the Recreation Supervisor.
- Represent the Park District in meetings as assigned.
- Be available for extra hours on request.
- Perform other recreation program duties as assigned.
- Attend seminars and/or workshops on request of the Recreation Supervisor.
- Keep up-to-date emergency records of participants and have these records immediately accessible during the program.
- Familiarize self as to proper procedures in case of emergency (i.e. Fire, police, accident, disaster, etc.)
- Maintain all records, paperwork, class material, and equipment.
- Constant discipline problems are to be reported to parents. If it continues, the Camp Site Supervisor informs the Recreation Supervisor, and if necessary, a meeting will be set up with parents.
- Schedule meetings with counselors as needed to discuss old/new business, safety, etc.
- Attend staff meetings as directed by Recreation Supervisor.
- Hand out flyers and information concerning all recreation programs or other materials.
- All forms pertinent to the performance and duties of the position are to be filled out properly and submitted to the Recreation Supervisor.
- Keep daily attendance checks for the program.
- Enforce registration only through Eisenhower Center Recreation front desk, not onsite.
- Accidents and/or injuries shall be reported to the Recreation Supervisor within 24 hours with proper forms completed.
- Monitor the activities of the counselors and make personnel reports on request.
- First employee on site in the morning, last person to leave site in the afternoon.
- Monitor and supervise swim program. To ensure safety of the participants, staff must be both in and out of the water and in swimsuit at the pool. (Females must wear a one piece swimsuit.)
- Monitor and supervise all field trips. Keep an accurate record of field trip finances. Fill out the necessary paperwork and give it to the Recreation Supervisor.
- Coordinate rainy day activities at park sites.
- Designate group responsibilities for counselors.
- Upon illness, the Camp Site Supervisor will contact the
- When illness occurs to counselors, the Camp Site Supervisor should reorganize the group to regulations and personnel policies.
- Observe staff and fill out evaluation forms honestly and in great detail.

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- Be familiar with and work in compliance with the Park District's rules and regulations, and personnel policies.
- Perform all other duties and responsibilities not covered above but directed by the Recreation Supervisor.
- Assist in the recruiting, hiring, supervising and evaluation of camp counselors.

EDUCATION AND EXPERIENCE

- High school diploma equivalent.
- College credits in child care and experience in similar atmosphere a plus.