



Job Title: Camp Staff
Department: Recreation & Facilities
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: No

POSITION FOCUS

Under the general direction of the Athletics/Special Interest/Preschool & Tots Coordinator the Camp Staff (Day Camp, Kids Camp or Sports Camp) is responsible for campers at campsite; in pool area, and on field trips and for facilitating camp activities; communicating with campsite manager and parents/guardians.

SUPERVISORY RELATIONSHIPS

Reports directly to the Camp Site Director and indirectly to the Athletics/Special Interest/Early Childhood Coordinator.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Maintains a positive working relationship with campers, parents, site directors, fellow counselors, and camp supervisor.
2. Leads and initiates games and activities, and transitions campers into various activities.
3. Always maintains a high level of maturity and professionalism. Sets a positive example for campers.
4. Follows instructions given to him/her by site director and camp supervisor.
5. Follows dress code policy.
6. Arrives to camp 15 minutes before start of shift, utilizes this time to prepare for the day (i.e. gets crafts ready, works on equipment set up, reads daily plans, and finds new filler games to use for the day).
7. Keep first aid pack and walkie-talkie with you (group) at all times.
8. Report all accidents and incidents to the site director and document all behavior incidents and band-aids in the logbook at your site.
9. Always ensure the safety of campers and remember that camper safety is our number one priority
10. Transports campers from one area to another in a highly organized fashion- follows parking lot and street crossing rules.
11. Discipline campers appropriately, notifying site directors of continued problem campers.
12. Takes an accurate record of campers' swimming abilities and makes sure each camper knows their own limitations.
13. If there is swimming, works at assigned pool rotation spots, keeps campers as number one priority at the pool, does not lay on stomach or back, and enforces the no touching rule at pool time.
14. Knows where assigned group of campers are at all times.
15. Ensures conversations and interactions among campers and themselves are camp-appropriate.
16. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES

1. Provides quality internal customer service to all Park District Staff.



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2. Participates as a team member to assist and improve the overall services.
3. Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
4. Exhibits regular and punctual attendance. Notifies supervisor a minimum of 12-48 hours prior to an unexpected absence.
5. Maintains a neat and orderly work environment, returns camp supplies and items to appropriate location which finished.
6. Conducts self in accordance with District policies and procedures.

EDUCATION, EXPERIENCE, AND TRAINING

- High school graduate/GED or equivalent, must be 17+ years old.
- Prior experience working with children preferred.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Availability to work all nine weeks of camp.
- Good written and verbal communication skills.
- Good interpersonal skills and friendly personality.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, 9:00-3:00pm but times may vary.
 - Additional hours may be required attend district meetings and trainings
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting and outdoors with frequent exposure to natural and potentially hazardous weather conditions.
- Exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Active participation with children in varying activities.
- Maneuvering on uneven ground and varying surfaces including pool decks.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close and far ranges.
- Infrequently moves items weighing up to 50 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.



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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and Affirmative Action Employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed and approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Assistant Superintendent/
Superintendent Name: _____

Assistant Superintendent/
Superintendent Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgment Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____