

## **Camp Compass Coordinator**

**Job Summary:** The Camp Compass Coordinator is responsible for assisting the Recreation Supervisor with the planning, organizing, supervising, and evaluating the Camp Compass day camp program for participants. The Camp Compass Coordinator should lead the program activities in a manner that contributes to the child's wellbeing, growth and development and provide a safe environment where the children can be social and interact with other participants. The Camp Compass Coordinator provides daily direction to the Camp Compass Counselors. This position reports to the Recreation Supervisor-Youth.

**General Hours:** Typical hours are Monday – Friday between the hours of 7:00 am and 6:00 pm from approximately late May through mid-August. However, any combination of daytime, evening and weekend hours may be required when the need exists. This position is not to exceed 960 hours during a season.

### **Essential Duties:**

- Prepare and delegate responsibilities to Camp Compass Counselors including, but not limited to: set-up, take-down, and cleaning schedules.
- Be accountable for the whereabouts and safety of all staff and participants.
- Maintain a positive working relationship with participants and parents.
- Keep parents updated of any behavioral problems with their child.
- Maintain attendance and sign-in & out books, pick up weekly attendance rosters, and keep accurate records of all attendance during the day camp program.
- Update ePact records daily and verify the information is submitted in a timely manner.
- Participate in all activities with participants as a mentor not a competitor (play games, swim in pool, assist in crafts, etc.).
- Oversee and assist with cleaning as scheduled related to Covid-19 guidelines. Makes sure all proper documentation is completed.
- Oversee all supplies and notifies Recreation Supervisor when new supplies need to be ordered.
- Responsible for making sure all the necessary documentation for each incident/accident involving a participant and/or employee is completed properly and turned in to the Recreation Supervisor in a timely manner. This includes notifying the parents when necessary.
- Use appropriate and positive language and discipline with program participants and co-workers.

- Attend pertinent departmental/park district meetings and in-house training sessions.
- Represent the Belvidere Township Park District in a positive and professional manner.
- Complete all paperwork required, keep organized and submit on a timely basis.
- Adhere to all organizational policies and procedures as designated by the Park District.
- Actively support the safety policies and related programs including following safety rules, first-aid procedures, and reporting accidents & injuries when necessary.
- Follow payroll procedure as designated by the District
- Consistent-on time attendance.
- Performs other work-related duties and functions as assigned.

**Education, Experience, and Training:**

- Must be at least 18 years of age.
- High School Diploma or equivalent required.
- Experience in working with children ages 3-13.
- Prior experience in planning, organizing, and leading activities.
- Medic First Aid/CPR/AED Certification (or the equivalent) is required within 30 days of hire date. If you are not already certified, training will be provided.
- Valid Illinois driver's license and good driving record are required for employees over 21 years of age who will be driving participants.
- Successful background check.

**Pay: \$15.00-\$18.69**

**Benefits: Employee Discount**

Disclaimer; This job description is intended to describe the general content of and requirements for that need to be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.