

## **Camp Compass Counselor**

**Job Summary:** The Camp Compass Counselor is responsible for organizing and supervising participants in our recreational day camp program. The Camp Compass Counselor 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. This position reports to the Recreation Supervisor-Youth and is given daily direction from the Camp Compass Coordinator.

**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:**

- Be accountable for the whereabouts and safety of all participants and coworkers.
- Assists in organizing and structuring large and small group activities.
- Maintain a positive working relationship with participants, parents, and coworkers.
- Assist Camp Compass Coordinator in keeping parents updated of any behavioral problems with their child.
- Hand out snacks, lunches, and drinks as directed.
- Physical setup/take down as needed.
- Assist in maintaining attendance and sign-in & out books.
- Supervises participants and participates as a mentor not a competitor (play games, swim in pool, assist in crafts, etc.).
- Daily verification of ePact for approved adults to pick up participants. Also use during emergency situations to notify emergency personnel of known allergies and health conditions.
- Clean and disinfect as scheduled related to Covid-19 guidelines. Document the cleaning checklist.
- Use appropriate and positive language and discipline with program participants.
- Attend pertinent departmental/park district meetings, in-house training sessions, and program events that may be outside of the normal program hours.
- 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.

- Assist Camp Compass Coordinator in reporting, and documenting all injury, illness and health information required by the Park District within 24 hours. This could include notifying the parents when necessary.
- Actively support the safety policies and related programs including following safety rules, first-aid procedures, and reporting accidents & injuries when necessary.
- Follow payroll procedures as designated by the Park District.
- Consistent on-time attendance.
- Performs other work-related duties and functions as assigned.

**Education, Experience, and Training:**

- Must be at least 16 years of age.
- Experience in working with children ages 5-13 preferred.
- 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.
- Successful background check.

**Pay Range:** \$15.00-\$16.96

**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.