

## Oak Brook Park District Job Description

**Job Title:** Camp Counselor  
**Classification:** Part Time, Non-Exempt  
**Department:** Recreation

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### **SUMMARY:**

This position requires the employee to plan and implement safe, creative, challenging, and educationally beneficial programs.

### **SUPERVISORY:**

Camp counselors report to the camp director.

### **ESSENTIAL JOB DUTIES:**

- Attend week long training program
- Implement daily activities planned by the camp director
- Take attendance twice daily
- Work with a co-counselor
- Keep track of all campers medical and other important forms as well as being aware of any allergies and how to treat them
- Keep track of all campers as they rotate through the different camp areas during the day
- Make sure all campers are signed in and signed out by the appropriate guardian each day
- Arrive on time every day
- Communicate with camper's parents and other staff in an appropriate and effective manner on a daily basis
- Organize classroom and camp activity areas before and after each activity.
- Distribute snack to campers.
- Attend weekly field trips, as necessary.
- Participate in all activities with camp staff and campers.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Other duties as assigned by Camp Director, Assistant Director of Recreation, Director of Recreation or Executive Director

### **MARGINAL FUNCTIONS:**

- Attend Park District meetings as necessary.
- Represent the Park District at various public functions.

### **PSYCHOLOGICAL REQUIREMENTS:**

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.

- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

**PHYSICAL REQUIREMENTS:**

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Work in an outdoor setting daily where temperatures and humidity will vary
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Perform lifting tasks up to 25 pounds.

**HOURS:**

Monday - Friday 8:15 am - 4:00 pm

**EDUCATION, EXPERIENCE AND TRAINING:**

- Minimum of one year of previous camp counselor experience
- CPR and First Aid training required
- Position requires an Illinois State Police Criminal Background Check and drug test.

The Oak Brook Park District is an Equal Opportunity Employer