

Oak Brook Park District Job Description

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

SUMMARY:

This position requires the employee to plan a safe and fun camp environment for children. The camp director will then be expected to implement these lesson plans while supervising the camp counselors and performing job functions.

SUPERVISORY:

The camp director reports directly to the Recreation Supervisor.

ESSENTIAL JOB DUTIES:

- Assist in interviewing, hiring and training camp counselors and inclusion staff.
- Schedule camp counselors and daily activities.
- Maintain all attendance records. Take attendance twice a day. Make sure all parents have signed in and signed out twice a day. Oversee counselor attendance records.
- Administer and maintain detailed records of all prescribed medications and dietary needs of participants. Follow Park District's medication dispensing policy.
- Act as an advocate for the participants. Encourage staff to emphasize the individual's abilities and similarities.
- Encourage participation and development of friendships amongst people with and without disabilities.
- Train all inclusion staff on adapting activities, rules, equipment, and/or supplies as needed to ensure the most independent participation for the camper as possible.
- Follow participant plans and Individual Education Plans when provided.
- Provide behavior management and recommend strategies when needed.
- Perform site and equipment safety checks daily.
- Perform basic first aid when necessary.
- Keep track of all campers and camp staff as they rotate through different areas during the day.
- Punctually arrive to work 15 minutes before staff each day.
- Organize classroom daily before you are dismissed.
- Supervise staff and campers on weekly field trips, as necessary.
- Formally evaluate the job performance of camp counselors and inclusion staff at the conclusion of the program.
- Other duties as assigned by Assistant Director of Recreation, Director of Recreation or Executive Director.
- Appropriate dress is required as indicated in the Dress Code Policy.
- Demonstrate exceptional customer service skills in all communications. Communicate with parents and recreation supervisor on a regular basis.
- 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, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.

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, hours vary

EDUCATION, EXPERIENCE AND TRAINING:

- High school degree or higher
- Valid Illinois State Driver's License (Class D)
- Minimum of five years of previous camp counselor experience
- CPR/AED 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