



EMPLOYMENT OPPORTUNITY

Summer Camp Director

Location: West Chicago Park District / ARC Center

Start Date: May 2020

Salary: \$12.00+ per hour DOQ

Contact: Jenni Shipp, jshipp@we-goparks.org

General Description:

Organizes and provides support and leadership for counselors and campers where the primary program emphasis is on providing constructive use of summer vacation, developing leadership skills, and enhancing social development of individual campers. This is a key position in that this person organizes the entire camp under the direction of the Recreation Supervisor, and integrates the activities into the larger program and philosophy of the entire day camp. Primary job responsibilities are in pre-camp planning, programming, supervision and daily function of Summer Camp.

Qualifications:

- Minimum Age 21
- At least 2 years of experience working with children preferred
- Strong communication and interpersonal skills
- Applicants are preferred to be available for the entire camp season: May 26th-August 28th
- Must be available for preseason training in late May and early June

Primary responsibilities:

- Plan, organize, implement, & evaluate daily camp activities
- Supervise and discipline counselors
- Provide breaks to counselors
- Supervise participants, ensure safety, enforce rules, follow discipline guidelines, provide basic first aid, and resolve problems as needed
- Effectively communicate with supervisors, coworkers, campers, and parents
- Set-up & clean-up camp activities, lunch, snacks, and the facility
- Staff must be creative, enthusiastic, caring, mature and responsible
- Counselors need to be team players, energetic & actively engaged in activities
- Other related duties as assigned

Summer Camp Shifts:

- Monday - Friday 6:45am-1:00pm, 9am-4pm, 1:00pm-6:00pm
- Staff will be scheduled for two to five days each week, depending upon enrollment
- Plus weekly meetings and occasional sub shifts