

Bourbonnais Township Park District Job Description

Position Title:	Camp Coordinator				
Department:	Recreation Station	GL Code:	122-34-5002		
Reports to:	Recreation Supervisor				
Supervises:	1-15 PT/Seasonal Staff & 10 Volunteers				
Classification:	Part-time	FLSA:	Hourly	Starting Range:	\$15 hr
Approved :	12/15/17	Revised:	03/14/23		

Position Description:

The Camp Coordinator is responsible for the organization and day-to-day operations of the assigned camps.

Qualifications:

The position prefers a Bachelor's Degree in Education, Recreation or related field or an equivalent four (4) years of education or recreation experience.

Skills needed to be demonstrated:

- Performs administrative record keeping (monitors counselor records) and other functions assigned by the administrator: daily absence lists, counselor conferences, counselor records (individual summaries, weekly group records), accident reports, time sheets and staff evaluations
- Participates and helps in pre-camp training processes, etc
- Be aware of all ADA requirements based on the needs of individual campers
- Creates a daily camp schedule for program use
- Incorporates the camps philosophy and interprets this philosophy to the participants, counselors and parents
- Supervises each counselor during a weekly scheduled conference. This includes some program planning, relationships, group processes and administrative tasks
- Participates in or leads all camp meetings and activities as scheduled
- Prepare for and participate in supervisory conferences with administrator
- Prepare for and participate in staff meetings
- Assists with evaluating the job performance of counselors on a continual basis and takes immediate action to correct any deficiencies or problems in the program or staff
- Cooperate with and provide assistance to all District staff and perform dependent responsibilities as a team member; work effectively in cross-over tasks or group projects
- Creates, produces and distributes a camp newsletter that keeps parents informed of field trips, schedule changes, events and other important information. Prior approval must be received by supervisor before distribution to the public
- Quickly and professionally deals with parental concerns, questions, and problems
- Assists Recreation Supervisor with the interviewing and hiring of the camp staff
- Plan and schedule a camp counselor orientation
- Assign counselors to designated camp groups

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Skills needed to be demonstrated continued:

- Schedule staff counselors for lunch duty and early drop-off and late-pick up
- Assist in individual camp counselor personnel evaluations
- Responsible for collecting and delivering counselors' time sheets to supervisor
- Responsible for the collection and depositing of money from the early drop-off/late pick-up program to the Perry Farm House receptionist/secretary on a daily basis
- Assist supervisor with preparation of annual day camp budget
- Responsible for working within the limits of the camp budget
- Implements and coordinates the planning of all camp activities to be developed and carried with assistance from counselors. Activities include but are not limited to, arts & crafts, games, sports, quiet activities, and others
- Assist in coordinating the planning of all camp special events to be developed and carried out with assistance from counselors. Special events include but are not limited to: special guest speakers, talent show, parents day, water day, camp Olympics, costume days, and others
- Assist coordinating the planning of all camp field trips with the Rec supervisor
- Creates a camp calendar of events that is distributed to all campers
- Develops a list of supplies and services that are needed for the camp
- Assist the supervisor in the purchasing of supplies
- Supply the supervisor with a listing of transportation needs for the camp
- Recommends, trains and assists counselors in preparing daily camp programs, which provide campers an opportunity to meet the determined goals and objectives of camp
- Assists counselors in identifying and utilizing resources to carry out camp functions
- Plan and conduct some activities with camper groups using his/her special skills
- Responsible for the daily supervision of camp activities
- Assists supervisor in devising and implementing a management/ discipline plan for campers and counselors to follow
- Quickly and professionally deal with major discipline problems

Safety and Risk Management:

- Administer first aid when necessary for a child's or staff member's welfare
- Monitor camper and counselor health and safety practices
- Maintain first aid supplies to Park District Standards
- Provide report of accidents, injuries and illnesses to supervisor with proper form use.
- Implement agency and camp safety standards
- Be certified in CPR and complete First Aid lecture
- Fully understand Accident and Incident Report forms and how to properly fill them out
- Fully understand and follow the guidelines of the Illinois abused and neglected child-reporting act and any procedures that accompany that law

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Facility Management

- Notifies supervisor of any problems or dangerous situations with facility or equipment
- Ensure facility/room is appropriate for intent of class being taught
- Ensure presence at program facility site to greet program participants upon arrival
- Prepare facility/room for program and return facility/room to original state at conclusion of program

Special Considerations:

- Requires flexibility of work schedule during high volume work periods
- Work is subject to inside/outside environmental conditions
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds
- Exposure to extreme outdoor climatic and temperature conditions (heat, cold, sun, wind, precipitation & humidity)
- Exposure to heavy equipment and machinery

Knowledge, Skills, and Abilities:

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Ability to be aware and respond appropriately to the needs and concerns of children and their parents
- Display leadership, dependability, patience and concern for others
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers
- Ability to communicate effectively in verbal situations (use of telephone, personal, small and large group meetings)
- Ability to communicate effectively in written situations (use of computer keyboard, typewriter, note-keeping)
- Ability to effectively adjust to stressful situations (handling irate customers, continual questioning & explanations)
- Must be able to effectively give and receive verbal and written directions

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.

CERTIFICATION

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____