

# Job Posting

## Camp Lead Counselor



### DESCRIPTION

The Lead Counselor is responsible for providing a fun, safe, and memorable experience to camp participants by planning, preparing, and implementing daily camp activities while adhering to Bensenville Park District policies, rules, and procedures.

### DUTIES AND ESSENTIAL JOB FUNCTIONS

- Actively supervise staff to ensure they are following proper procedures and adhering to safety practices
- Oversee pool rotation to ensure camp participants are being properly supervised at the Water Park
- Set opening and closing day procedures with Recreation Supervisor and Camp Director
- Assist in purchasing, distribution, and maintaining an inventory of supplies
- Assist with planning camp special events and themed activities
- Assist with conducting weekly staff meetings
- Assign staff activities and other responsibilities
- Supervise weekly field trips, supplies, transportation, and crisis management
- Monitor safety and follow all procedures as they pertain to the supervision of campers and staff
- Help provide an atmosphere for developing good morale and well-being within the camp family
- Supervise all campers and staff in one of the following camps: Sports, Teen, Discovery, Adventure, Tot, and Sunshine

### QUALIFICATIONS

- Minimum of one year college education. Working towards a degree in Recreation Administration, Education, or related field is preferred
- Minimum two years of experience working in a camp setting with youth
- Excellent skills in planning activities for children
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Must be energetic, have a positive attitude, and be encouraging
- Ability to enforce Park District rules and safety practices
- Excellent customer service skills
- Certified in CPR/AED and First Aid is required

**JOB STATUS** Part time/Seasonal      **DEPARTMENT** Recreation      **FSLA STATUS** Non-Exempt

**SALARY** \$12 per hour

**HOURS** Monday through Friday, 8am-3:30pm

**HOW TO APPLY** Interested applicants may submit application and resume to Lisa Semetko, Recreation Supervisor at [lsemetko@bvilleparks.org](mailto:lsemetko@bvilleparks.org)