

**Joliet Park District
3000 W. Jefferson
Joliet, IL 60435**

Job Title: SRJC Day Camp Counselor
Department: SRJC
Reports To: SRJC Coordinator
FLSA Status: Non-Exempt
Prepared By: Elizabeth Reyes
Prepared Date: March 14, 2017

JOB DESCRIPTION

SUMMARY

Under the direction and supervision of the SRJC Coordinator, the Day Camp Counselor will provide a safe and fun environment for children with special needs while participating in camp activities.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Follow SRJC/ Joliet Park District policies and procedures
- Follow daily program plans
- Supervise and interact with assigned participants during all day camp activities
- Actively participate in all camp activities, including swimming
- Complete daily reports for assigned participants
- Assist with daily living skills
- Maintain program supplies and equipment
- Other duties as assigned.

OTHER DUTIES/RESPONSIBILITIES

Other job related duties as assigned by the Board. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as the needs of the employer and requirements of the job change.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job will be performed indoors and outdoors with varying weather conditions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift, move and set up program supplies/equipment. Must be able to communicate with co-workers and parents/guardians. Must be able to perform assigned tasks.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a part-time position. Days and hours of work are Monday through Friday, 8:45 a.m. to 3:00pm.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE REQUIREMENTS

A high school diploma or GED required. Must be at least 18 years of age and have a valid IL driver’s license. Experience working with individuals with disabilities preferred. CPR/First Aid certification required or the ability to obtain.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must pass background check.

This job description does not constitute an employment agreement between the employer and employee. The Joliet Park District is an Equal Opportunity Employer.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____