



**BERWYN PARK DISTRICT JOB DESCRIPTION**  
**FUN IN THE SUN PRESCHOOL CAMP – CAMP COUNSELOR**

The Fun in the Sun Preschool Camp Counselor is responsible for creating, supervising and implementing safe and engaging day-to-day camp activities. Additionally they are responsible for maintaining camp records. The Fun in the Sun Preschool Camp Counselor is a seasonal employee, working approximately 35 hours a week. This position requires you to be on your feet and able to lift approximately 30 lbs. A seasonal employee, is an at will, hourly employee without benefits except where required by law.

**Qualifications:**

1. Must be a minimum of 18 years of age.
2. One or more years of experience working with children is preferred.
3. Must pass a criminal background check.

**Immediate Supervisor:**

The Fun in the Sun Camp Counselor is under the direction of the Camp Director and the Early Childhood & Recreation Manger.

**Essential Functions:**

1. Present a positive attitude and promote a favorable image for the Berwyn Park District at all times.
2. Plan, implement and participate in daily activities for campers competently and reliably.
3. Responsible for the supervision and safety of campers on and off district property.
4. Serve as a positive role model by ensuring campers are following Park District and program policies and procedures.
5. Establish and maintain positive standards of camper behavior appropriate for the camp environment.
6. Record daily attendance of campers and other written communications.
7. Attend meetings as requested.
8. Develop and maintain effective public relations/communications with staff, campers and parents.
9. Provide a positive and encouraging teamwork atmosphere.
10. Perform all other duties as assigned.

**Desired Knowledge, Skills and Traits:**

1. Ability to communicate with parents, staff, supervisor and other Park District Employees.
2. Ability to work well with all personalities.
3. Knowledge on Microsoft programs.
4. Excellent leadership skills.
5. Willing to acquire CPR/AED and First Aid certification.
6. Ability to provide excellent customer service.
7. Ability to complete the essential functions of this position.

**Marginal Functions:**



1. Maintain a healthy, clean and safe camp environment..
2. Maintain inventory of supplies and equipment.
3. Assist staff as needed.

**Psychological Considerations:**

The Fun in the Sun Preschool Camp Counselor may feel added pressure from being responsible for the children enrolled in the program. At times; dealing with a high volume of questions may provide additional pressure. The Fun in the Sun Preschool Camp Counselor must remain calm and address problems as they arise.

**Physiological Considerations:**

The Fun in the Sun Preschool Camp Counselor must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit and stand for short or extended periods of time.

**Environmental Considerations:**

Indoor work conditions will include lighting, temperature, and noise. Outside conditions will include extreme temperature, sunlight, noise and precipitation.

**Cognitive Considerations:**

The Fun in the Sun Preschool Camp Counselor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The Fun in the Sun Preschool Camp Counselor must be in compliance with the loss prevention and safety policies of the Park District.

**Salary Range:**

\$11 per hour starting