



Job Title: Camp Counselor
---------------------------

The 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 camp counselor is a seasonal employee, working approximately 35-40 hours per week. This position requires you to be on your feet and able to lift approximately 30 pounds.

**Hours:** Work shifts are variable, primarily Monday through Friday.

The Camp Counselor is required to participate in training sessions to demonstrate knowledge and ability to perform work activities. This can be verbal or physical and can cover all aspects of any of the described essential functions.

**Qualifications:**

The Camp Counselor must be at least 18 years of age and have a high school diploma or equivalent. One or more years of working with children is preferred. Bilingual preferred. They must pass a criminal background check, drivers record check, and drug screen. CPR certified or ability to obtain within 30 days of hire.

**Duties and Responsibilities:**

- Plan, implement, and participate in daily activities for campers competently and reliably.
- Responsible for the supervision and safety of campers on and off district property.
- Serve as a positive role model by ensuring campers are following Park District and program policies and procedures.
- Record daily attendance of campers and other written communications.
- Attend meetings as requested.
- Establish and maintain positive standards of camper behavior appropriate for the camp environment.
- Set up and take down of rooms, props, and/ or decorations as scheduled.
- Empty trash.
- Vacuum/mop floors.
- Clean tables and chairs.
- Clean and maintain restrooms.
- Other duties as assigned.

The Camp Counselor must exhibit good problem-solving ability and good judgement in keeping with the mission of the Berwyn Park District. The Camp Counselor must follow the loss prevention and safety policies of the Berwyn Park District. Needs to have a working knowledge

and understanding of all Berwyn Park District and PDRMA (Park District Risk Management Association) forms and complete as needed.

**Skills/Abilities:**

- Works in climates of varying temperatures, humidity, precipitation, lighting, and noise both indoors and outdoors.
- Maintain a healthy, clean, and safe camp environment. Handles chemicals when cleaning the buildings.
- Able to bend, stoop, and lift and carry up to 30lbs.
- Able to turn, sit and stand for varying lengths of times.
- Able to manage stressful situations, use common sense and “troubleshoot” problems.
- Able to work well with others, follow directions from supervisor and co-workers.
- Able to communicate with patrons, staff, supervisor, and other Park District Employees.

The Camp Counselor is a seasonal employee, an at will, hourly employee without benefits except where required by law.

Starting salary: \$14.00 per hour.

Contact: Cindy Hayes, Superintendent of Finance and HR at [chayes@berwynparks.org](mailto:chayes@berwynparks.org)