



CAMP LEAD COUNSELOR

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 the Niles 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 time to ensure camp participants are being properly supervised at the water park.
- Set opening and closing day procedures with Camp Director.
- Assist in purchasing, distribution, and maintaining camp supplies.
- Assist with planning camp special events and themed activities.
- Assist with 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 within the camp.

QUALIFICATIONS:

- Minimum of one year college education.
- 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 enforce Park District rules and safety practices.
- Excellent customer service skills.
- Certified in CPR/AED is required.

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

HOURS Monday-Friday 9 a.m.-4 p.m.

SALARY \$14 per hour based on qualifications and experience

HOW TO APPLY Interested applicants may submit an application and resume to Robin Brey at robin@niles-parks.org