



# Northern Will County Special Recreation Association

**JOB TITLE: Day Camp Counselor**

**CLASSIFICATION: Part Time**

**JOB SUMMARY:** Under the supervision of the Program Coordinator that oversees Summer Day Camp and working with the Day Camp Site Supervisor, Day Camp Head Counselor, and Day Camp Assistant Head Counselor responsible to organize, lead, participate in and supervise activities of campers in assigned group creating a quality experience for all campers. This is a part-time position.

## **QUALIFICATIONS:**

- Must be at least 16 years of age
- Experience or desire to work with individuals with special needs
- Must be able to perform the duties and responsibilities independently of others
- Must have transportation to and from program sites
- Must support the mission, vision and values of the agency
- Certification in First Aid/CPR preferred or willingness to obtain
- Certification in NCI preferred or willingness to obtain

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to display a positive attitude and appropriately interact with individuals with special needs
- Ability to make accommodations for individuals with special needs of various ages
- Ability to be dependable, flexible and punctual in all programs
- Willingness to learn and grow in providing recreation opportunities for individuals with special needs

## **DUTIES AND RESPONSIBILITIES:**

- Uphold and emulate the mission, vision and values of NWCSRA
- Lead, assist, and implement age and ability appropriate recreation activities for individuals with special needs in a camp environment
- Develop and implement a safe, secure, compassionate and fun camp environment for all campers and counselors
- Actively lead and participate in all camp activities, including weekly swimming in the pool with your assigned campers
- Adapt all recreation activities to ensure maximum participation by assigned group of campers
- Enforce rules and regulations with participants
- Ensure that all camper belongings including clothing, lunches and medication are stored in appropriate location
- Supervise participants with disabilities at all times. This will include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Assist in wheelchair lift and tie downs on NWCSRA vehicle and if able, drive NWCSRA vehicle with or without wheelchair lift (must be 21 years of age to drive passengers)
- Communicate and work effectively with participants, parents, NWCSRA staff, member agency staff and community contacts

- Complete necessary paperwork as required including but not limited to payroll timesheets, accident/incident reports, behavior reports, program summaries, and safety checklists
- Report any problems or concerns to the Head Counselor Assistant, Head Counselor or the Site Supervisor
- Attend meetings, orientations and training sessions as scheduled, including training week prior to the start of camp
- Abide by the Policies and Procedures set forth in all NWCSRA manuals
- Arrive a minimum of 15 minutes before the start of your camp shift
- Assists in maintaining/inventorying camp supplies and equipment
- Act as a substitute staff when needed to assure adequate camp ratios
- Assist with emergency procedures
- Be a mandated reporter for the “Abuse and Neglected Child Reporting Act”
- Perform other duties and responsibilities as assigned

**PHYSICAL REQUIREMENTS:**

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant.

Reaching: to retrieve supplies or participant.

Pulling: to open doors and drawers.

Pushing: to close doors and drawers.

Stooping: to retrieve supplies from lower levels.

Crouching: to retrieve supplies from lower levels.

Seeing: to observe campers and obtain information from written materials.

Holding: to immobilize participant during behavior outbreaks.

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds (over 40 pounds requires a two person or mechanical assistance)

**COGNITIVE CONSIDERATIONS:**

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

**ENVIRONMENTAL CONSIDERATIONS:**

May be exposed to all types of weather conditions.

**FSLA STATUS:**

This is a seasonal, part-time hourly position

**HOURS:**

Hours will vary on weekdays. Schedule set by the Program Coordinator that oversees Summer Day Camp.