



**Wildwood Park District**  
**Seasonal Camp Counselor**

**Department:** Recreation  
**Position Title:** Camp Counselor  
**Location:** Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
**Reporting Authority:** Executive Director  
**FLSA Status:** FLSA Non-Exempt  
**Classification:** Part-Time Seasonal  
**Rate of Pay:** Starting at \$15.00 per hour DOQ  
**Benefits:** Seasonal, part-time role does not provide additional benefits.  
**Hours:** Part-time 15-30 hours per week June 9th-August 8th. Other dates for required certifications and staff training as needed. Full hours include 8:00am-5:00pm M-F depending on assigned shift.

The Wildwood Park District is looking for an individuals to assist in the running of our full day, before/after, and tot camp programs!

**Summary:** The Day Camp Counselor provides quality leadership, instruction and supervision to the campers while insuring a safe, fun, and educational camp environment.

**Qualifications Required:**

- 15+ years old (with a work permit) or older.
- Experience working with children in a recreational setting.
- Experience planning and developing activities for a variety of ages.
- Skillset for implementing safe best practices and procedures in the execution of camp programs.
- Knowledgeable in the area of sports, games, crafts and outdoor education.
- Must possess excellent communication skills.
- First aid training and CPR certification upon employment.

**Essential Functions:**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Oversee group of campers from beginning to the end of camp day.
- Plan weekly activities for campers to include games, sports, arts and crafts and special theme events.
- Supervise campers in the water at Willow Point Beach during Tues/Thurs swim days.
- Implement age-appropriate activities (Tot Camp, Camp Rules, Junior Counselors).

- Mentor, oversee, and direct Junior Counselor Program participants to assist in the execution of day-to-day camp activities.
- Ensure safety of all campers at all times. Walk and transfer campers between swim lessons at Willow Point Park there and back as needed.
- Administer (approved) medication to campers per parent designation and documented paperwork.
- Assist WSRA (Warren Special Recreation Association) aides in the success and day-to-day activities of campers with inclusion needs and/or other disabilities.
- Supervise and lead campers on off-site field trips (one field trip per session).
- Gather all supplies and materials needed for daily activities and give report to Executive Director.
- Handle discipline issues as needed.
- Report all accidents and injuries immediately.
- Check in campers at the beginning of camp and/or check out campers at the end of camp.
- Relay all necessary camp information to parents/guardians on a daily basis.
- Assist with the set-up and take down of daily camp.
- Assist with the daily cleanup (vacuuming, mopping, wiping down) of camp rooms and floors.
- Attend all staff meetings and in-service trainings.
- Perform duties in a safe manner.
- Maintain a safe and clean work area. Inspect sites and building on a regular basis with safety in mind.
- Administer first aid as needed. Utilize trained CPR/AED skills if required.
- Report any work-related or patron injuries to Executive Director promptly.
- Correct unsafe conditions and/or report them to Executive Director.

### **Physical Demands**

- Must be able to move around quickly and easily and participate in many physical activities with campers.
- Must be capable of swimming without assistance up to 5 feet deep.
- Requires walking, standing, balancing, stooping, kneeling, crouching, and reaching.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.

### **Work Environment**

- Employee general work area is outdoors, in a smoke free environment.

### **For More Information:**

Please send resumes to Executive Director Brandon Magnini at [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com) along with a completed application.

To visit our website employment page and download an application and the job posting please visit: [www.wildwoodparkdistrict.com](http://www.wildwoodparkdistrict.com) under "About Us" and "Employment Opportunities": <https://www.wildwoodparkdistrict.com/about-us/jobs/>.

Please direct any other questions to [info@wildwoodparkdistrict.com](mailto:info@wildwoodparkdistrict.com) or call us at 847.223.7275

*The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.*

