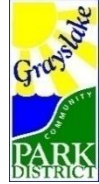


Grayslake Park District
240 Commerce Drive
Grayslake, IL 60030
(847) 223-7529
www.glpd.com



Grayslake Community Park District

Summer Camp Director – Day Camp

Job Description:

Summary:

Be a role model, implement and develop essential skills to boost your resume, and make some extra money as a Summer Camp Director! The Grayslake Park District is seeking a qualified Camp Director with extensive experience working with children, overseeing large teams, and communicating professionally with parents. Camp Directors are responsible for planning and overseeing indoor, outdoor, and aquatic activities and supervising staff. The majority of camp is spent outside.

Responsibilities:

Camp Director duties include planning and implementing an engaging curriculum including indoor, outdoor, and aquatic activities for all participants. Directors must also participate in activities, supervising and interact with campers during field trips (including swim testing, beach, and waterpark trips), extensive communication with parents, working in a team setting, acting as a professional role model, following all park district policies and procedures. Directors will oversee camp counselors and report directly to the Recreation Supervisor. Independent work outside of operating camp hours and dates required. Must attend all staff meetings and trainings throughout the summer.

Other responsibilities include:

- Responsible for the direct supervision and safety of children
- Know the location of the participants at all times
- Responsible for the leadership of all scheduled camp activities and events
- Responsible for children when attending field trips including the Aquatic Center
- Supervise and participate with participants in the water while at aquatic facilities
- Participate in planning activities for the participants
- Teach, instruct and run activities for the participants
- Be knowledgeable of the daily schedule and calendar
- Encourage individuals to participate in-group activities
- Work with other staff members as a team
- Act as a role model for young children
- Provide customer service and friendliness to all participants and parents
- Greet the campers by name and parents on a daily basis
- Report any problems to the Recreation Supervisor
- Communicate information, as needed, to staff members and participants
- Maintain an approachable appearance and be friendly to participants and parents
- Attend all staff meetings and trainings
- Arrive on time as scheduled and dress appropriately to work
- Assist with set up and clean up

Physical Demands

The job may entail swimming, climbing, running, crawling, bending, kneeling, and sitting when working/playing with children. Occasionally movement of supplies, equipment, or moving a child is necessary in which case the maximum weight that you are expected to be able to lift is 25 lbs., though typically it will be less than this.

Qualifications:

- Camp Directors must be at least 20 years of age and demonstrate the ability to properly assume the duties of this position
- Positive, energetic, mature individual who enjoys and is experienced working with children
- Must have extensive previous summer camp employment and management experience
- A degree or career path in Early Childhood Education or Development is preferred
- First Aid, CPR and AED certification is required or willingness to obtain within 2 weeks. Certification classes are offered by the Park District
- Must pass a background check

Schedule:

- Must be available mid-May through mid-August
- Monday through Friday, 8:00am to 3:45pm

Rate:

\$14 - \$17 per hour, depending on experience

Application Deadline:

Open until filled

To Apply:

Please send your resume to Recreation Supervisor Kendra Ring at kring@glpd.com or 240 Commerce Drive, Grayslake, IL 60030.

Questions:

Contact Recreation Supervisor Kendra Ring at kring@glpd.com or (847) 223-7529