

JOB DESCRIPTION - PLAINFIELD TOWNSHIP PARK DISTRICT

DAY CAMP COORDINATOR

Job Title

NON-EXEMPT

FLSA Status

March 6, 2009

Date

Recreation

Department

Maureen Nugent

Prepared By

Recreation Supervisor

Title of Immediate Supervisor

General Purpose:

Manages camp program by directing activities and through supervision of camp counselors. Responsible for planning, implementing and supervising the Camp Program for children ranging in age from 5-15 years old. This includes hiring, supervising and instructing all camp counselors.

Essential Duties and Responsibilities:

- Responsible for all camp participants from the time of arrival on site, until the end of each day's program. Before camp hours 7:15-8:45am; Camp hours 8:45am – 4:00pm; After camp hours 4:00-6:00pm. Monday through Friday.(Schedule may vary between 7:15am – 6:00pm)
- Responsible for interviewing, training, supervising, motivating and evaluating camp counselors.
- Attend all camp training seminars, including approximately 40 hours of planning / training with the Recreation Supervisor. Assist Recreation Supervisor with staff training.
- Designs the camp schedule of events. Plans and prepares for each day's programs, trips or events. Includes staff scheduling, welcome packet production, camp calendar production, camp newsletters, field trip planning, craft planning and game planning.
- Maintains an open channel of communication to the Recreation Supervisor to ensure a good working relationship.
- Maintains accurate records and submits them to the Recreation Supervisor as required. (i.e. – participant and counselor attendance, staff time sheets, bills and receipts, budget reports, etc.)
- Carries out all directives from Recreation Supervisor.
- Uses time appropriately to prepare for different aspects of the camp program daily.
- Works cooperatively with other camp staff, office staff, pool staff, maintenance staff and Recreation Supervisors to coordinate the overall summer camp program.
- Assures both neatness and securing of campsite at all times.

- Takes weekly inventory of supplies and equipment. Submits orders for supplies as needed to Recreation Supervisor.
- Participates in weekly meetings with counselors to evaluate past week and next week's activities. Participate in weekly meetings with Recreation Supervisor to evaluate past week and next week's activities.
- Maintains knowledge of park district policies, procedures, and guidelines and assures that the camp counselors uphold the policies and procedures of the District.
- Transport campers and staff in park district vehicles for field trips.
- Carries out other duties as assigned by the Recreation Supervisor.

Knowledge, Skills, and Abilities:

Minimum 21 years of age. Valid IL Driver License. Ability to work effectively with others in a recreation/camp setting; work closely with co-workers, and with the general population. May have to work under stressful situations when first aid or CPR is required. Must be able to communicate effectively with the participants' parents/guardians, participants, staff, and supervisor. Must be able to make decisions to assure safety in the park. Must be able to respond quickly and accurately. Ability to follow directions from supervisor; ability to give direction to staff. Operate office equipment, including photocopier, computer, adding machine, fax machine, misc. office equipment.

Education And/Or Training:

- H.S. diploma required.
- Previous experience preferred in working with children ages 5-15.
- Previous experience preferred in a supervisory position with both staff and budgeting skills.
- Arts & crafts, games, and sports experience desirable.

Safety Responsibilities:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Responsible for the safety of all campers.
- Current CPR/First Aid certification.

Essential Functions:

1. In an 8 hour work day employee may:

a. Stand/Walk

<input type="checkbox"/>	None	<input type="checkbox"/>	4 – 6 Hours
<input type="checkbox"/>	1 - 4 Hours	<input checked="" type="checkbox"/>	6 – 8 Hours

b. Sit

<input checked="" type="checkbox"/>	1 - 3 Hours	<input type="checkbox"/>	3 – 5 Hours
<input type="checkbox"/>	5 - 8 Hours		

c. Drive

<input checked="" type="checkbox"/>	1 - 3 Hours	<input type="checkbox"/>	3 – 5 Hours
<input type="checkbox"/>	5 - 8 Hours	<input type="checkbox"/>	None

2. Employee may use hand (s) for repetitive:

<input checked="" type="checkbox"/>	Single Grasping	<input checked="" type="checkbox"/>	Pushing & Pulling
<input checked="" type="checkbox"/>	Fine Manipulation		

3. Employee may use foot/feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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4. Employee may:

	Not at All	Occasionally	Frequently
a. Bend	()	()	(x)
b. Twist	()	()	(x)
c. Squat	()	()	(x)
d. Climb	()	()	(x)
Reach	()	()	(x)

5. Employee will be required to perform the following work:

- () **Sedentary Work.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as files, paper, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing at counters is often required in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.
- (x) **Light Work** Lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.
- () **Light Medium Work.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
- () **Medium Work.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- () **Light Heavy Work.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- () **Heavy Work.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The program will be primarily conducted in an outdoor setting, although activities may take place indoors in inclement weather. Will be exposed to weather conditions, including cold, rain, and extreme heat.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

Employee Signature:

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date _____
Employee

Reviewed with _____ Date _____
Supervisor