

Macon County Conservation District

Job Title: Summer Camp Counselor
Department: Program Services
Reports To: Head Summer Camp Counselor
Position Status: Non-exempt

Summary:

The position is located at Rock Springs Conservation Area. Counselors prepare and present programming for the Macon County Conservation District's summer camp(s).

General Purpose of Job:

Under general direction assists with planning, developing, and implementing summer camp programs.

Qualifications:

1. High School Diploma or GED
2. Valid Illinois Driver's License
3. Successfully pass a drug screen and criminal background check

Essential Functions:

1. Assist with preparing educational materials for the program.
2. Assist with leading youth on outdoor and indoor environmental and historical activities.
3. Maintain responsibility for safety procedures while working with staff, volunteers, and youth involved in summer camp.
4. Establish and maintain professional relationship with campers' parents, campers, staff, and volunteers.
5. Assist with maintaining records of attendance for assigned participants.
6. Meet with parents, volunteers, and other staff regarding areas of concern with campers.
7. Review, understand, and follow curriculum for camp program as assigned.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

1. Occasionally may assist with programs other than summer camp.

Psychological Considerations:

1. Must work around children and general population in public areas.

Physiological Considerations:

1. Must be able to lift up to 25 pounds.
2. Must be able to work outdoors in recreational area settings.

Environmental Considerations:

1. Exposed to weather conditions including rain and heat.
2. Indoor environmental conditions include lighting and temperature.

Cognitive Considerations:

1. Must be able to understand written and verbal instructions.
2. Must use good safety awareness and judgment.
3. May be required to respond to emergencies.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.