



<b>DAY CAMP COUNSELOR DESCRIPTION</b>	
Reports to: Day Camp Site Director	Location: Varied
Part-Time/Non-Exempt	Benefits: Non-Eligible
<b>POSITION SUMMARY</b>	
<p>The Day Camp Counselor Day will assist in nurturing and implementation of activities for individuals with disabilities in a recreational setting in accordance with SWSRA's mission and vision. Day Camp Counselors are under the direct supervision of the Day Camp Site Director. This position shall be responsible for the safety and well-being of all individuals in day camp, including other staff or volunteers.</p> <p><b><i>The Day Camp Counselor's job is a seasonal, part time position, lasting a minimum of 8 weeks throughout the Summer, with possible pre/post-camp responsibilities.</i></b></p>	
<b>MINIMUM QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Preferred: at least 18 years of age or older.</li> <li>• Preferred: High School Diploma</li> <li>• Preferred: 1 year of experience in a recreational setting working with individuals with disabilities</li> <li>• Preferred: have worked at least one season with SWSRA</li> <li>• Must hold a valid Illinois driver's license with good driving record</li> <li>• Must pass pre-employment physical and drug screen within 3 days of contingent offer of employment</li> <li>• Must pass a criminal background checks in compliance with Illinois state statute (70 ILCS 1205/8-23)</li> <li>• Must be proficient in Microsoft Office Suite applications including Word and Excel</li> <li>• Must be CPR/First Aid Certified or obtain within 90 days of hire.</li> <li>• Red Cross WSI and Lifeguard Certification preferred; not required.</li> <li>• Must complete attend/complete all required trainings prior to start of each season.</li> </ul>	
<b>ESSENTIAL JOB DUTIES</b>	
<ol style="list-style-type: none"> <li>1. Active involvement in the implementation of activities, including setup and cleanup for programming; may involve transporting, loading and un-loading of materials.</li> <li>2. Responsible for the supervision of participants during programming.</li> <li>3. Must be knowledgeable of the specific needs of the participants and provide appropriate supports during activities accordingly.</li> <li>4. Must attend weekly camp meetings at the direction of the Day Camp Site Director.</li> <li>5. Responsible for recording of hours worked including time-in and time-out at every shift worked. Time sheets must be turned in to Day Camp Site Director's at the end of each pay period.</li> <li>6. Facilitate and encourage positive peer relationships within the group and motivate both participants and staff to make those individuals feel successful.</li> <li>7. Responsible for appropriately managing and documenting behaviors for all participants, following the Agency Code of Conduct policy.</li> <li>8. Must be able to communicate participant behaviors and/or any other relevant issues with the Day Camp Site Director.</li> <li>9. Required to be in the pool, within arm's length of participants at the pool for close supervision.</li> <li>10. Must provide excellent customer service to participants and parents, communicating any changes or updates in a timely manner.</li> <li>11. Must attend all required trainings and meetings required throughout the season.</li> <li>12. Keep inventory of First Aid/CPR supplies on you at all times. Be prepared to administer First Aid/CPR on injured participants.</li> <li>13. All SWSRA employees are mandated reporters.</li> <li>14. Safely operate vehicle when transporting individuals on activities and whenever operating a vehicle during work time.</li> <li>15. Perform other duties applicable to individual's programming and the needs of SWSRA as assigned by supervisor and/or Executive Director.</li> </ol>	
<b>ENVIRONMENTAL CONDITIONS</b>	
<ol style="list-style-type: none"> <li>1. Must be able to work in indoor and outdoor environments</li> <li>2. Must be willing and able to drive all Agency vehicles, including 15 passenger lift vans.</li> </ol>	



3. Sits, stands, walks, bends, lifts and moves intermittently during working hours.
4. Able to lift and transfer individuals in and out of wheelchairs, and lift equipment and transport individuals to and from vehicles.
5. Must have ability to work and communicate with people under stressful situations.
6. May be subject to hostile and emotionally upset individuals with physical behaviors, staff, family members and general public.
7. Must be able to follow verbal and written directions
8. Must be able to adequately respond to the needs of individuals with disabilities.
9. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Agency.
10. Work location may change with little or no notice.
11. May experience frequent interruptions and varying levels of noise.

**I have read the entire job description. I fully understand and agree to abide by the requirements and expectations in the job description. I accept the position and agree to perform all duties and responsibilities for the position.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of SWSRA Representative**

\_\_\_\_\_  
**Date**