

Pekin Park District

Illinois River Valley Special Recreation Association
www.irvsra.org
Job Vacancy Notice



**PEKIN PARK
DISTRICT**



POSITION: **IRVSRA Sunshine Camp - Counselor**

Twelve (12) to sixteen (16) Part-time positions averaging up to 35 hours per week
11 Weeks: June 1 thru August 14
Camp Operates Monday thru Friday 7am – 5:30pm

REPORTS TO: IRVSRA Sunshine Camp Director or Lead Counselor

QUALIFICATIONS: Experience in working with children with disabilities
Facilitation of programs for children, camps, or schools
Patience and flexibility
Excellent organizational and communicative skills
Outgoing personality
Good physical condition, ability to lift 20 lbs.

DUTIES: Facilitating a summer camp for children with special needs from ages 8 through adult.
Counselors will lead campers in activities that include crafts, games, dance, Putt Dragon Golf, swimming, paddle boats on the lagoon, and field trips around the community.

APPLICATION: Applications are available at the IRVSRA Rec. Office, Monday - Friday, 10:00am – 5:00pm
or online at www.irvsra.org/pages/jobs

RATE OF PAY: \$9.25/hr with a \$0.75/hr raise July 1

DEADLINE: April 1st, 2020

APPLICANT MATERIALS MAY BE DROPPED OFF AT THE ROBERT N. BLACKWELL ADMINISTRATION OFFICE IN FRONT OF MINIATURE GOLF.

MAILED TO:

Attn: IRVSRA
Pekin Park District
1701 Court Street
Pekin, IL 61554

EMAILED TO:

OR casey@irvsra.org

It is the policy of the Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment, without regard to race, color, religion, sex, national origin, ancestry or physical or mental handicap.



Job Description Pekin Park District



Department: Special Recreation Department (IRVSRA.ORG)
Job Title: Sunshine Camp Counselor
Supervision Designation: Sunshine Camp Director

This position shall be responsible for the following:

1. Assist the Sunshine Camp Director during Sunshine Camp activities.
2. Actively participating in IRVSRA orientations, trainings, and meetings as assigned.
3. Working as a team member to provide an exceptional summer camp experience for all participants.
4. Constant supervision of participants and volunteers in the program.
5. Assisting with camp planning and preparation.
6. Guiding participants to full participation of activities with adaptations used on their individual needs.
7. Immediately alerting the Sunshine Camp Director or IRVSRA Program Manager of any injuries, disciplinary problems, or special situation regarding participants.
8. Reporting property damage or unsafe conditions at all facilities to the IRVSRA Program Manager.
9. Returning the event location back to the state prior to event preparations.
10. Knowing the location of all your assigned participants at all times.
11. Greeting all campers at the start of each day.
12. Communicating clearly and courteously with staff, participants, guardians, and community members.
13. Setting a good example for all participants and conducting yourself in a friendly and professional manner at all times.
14. Assuring all camp activities begin and end on time.
15. Assuring all the campers are safe during, before, and after, camp activities.
16. Assist Camp Director with large group activities and lessons.
17. Assist campers during lunch, snack, and clean up routines.
18. Assist campers with toilet routines and clothing concerns.
19. Creating and maintaining a safe, disciplined, and fun atmosphere for the participants.
20. Making recommendations throughout the program and submitting evaluations to the Program Manager at the end of the program.
21. The performance of other duties assigned by Sunshine Camp Director or IRVSRA Program Manager.

Posted: 1/08/2020