

Pekin Park District

Illinois River Valley Special Recreation Association
Job Vacancy Notice



**PEKIN PARK
DISTRICT**



Illinois river valley special recreation association

POSITION: IRVSRA Sunshine Camp – Lead Counselor

Two (2) Part-time positions averaging 30 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 Program Manager

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+. Overseeing, guiding, and helping Camp Counselors lead campers in activities that include crafts, games, dance, Putt Dragon Golf, swimming, paddle boats on the lagoon, and field trips around the community. Responsible for creating/developing additional activities as needed.

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: \$9.75/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 Lead Counselor
Supervision Designation: IRVSRA Program Manager or Camp Director

This position shall be responsible for the following:

1. Manage IRVSRA's Sunshine Camp; supervision of all camp staff, volunteers, and participants.
2. Keep the Program Manager informed on all matters relating to or affecting the operation of this program.
3. Instructing and leading the day-to-day activities, themes, projects, field trips, and over all levels of fun and safety.
4. Follow lesson plans, including a mixture of passive and activities.
5. Assisting with and actively participating in Sunshine Camp orientations, trainings, and meetings as assigned.
6. Working as a team member to provide an exceptional summer camp experience for all participants.
7. Assist with substitute counselor process.
8. Guiding participants to full participation of activities with adaptations used on their individual needs.
9. Immediately alerting the IRVSRA Program Manager of any injuries, disciplinary problems, or special situation regarding participants and filling out associated reports.
10. Reporting property damage or unsafe conditions at all facilities to the IRVSRA Program Manager.
11. Returning the event location back to the state prior to event preparations.
12. Knowing the location of all your assigned participants at all times.
13. Greeting all campers at the start of each day.
14. Communicating clearly and courteously with staff, participants, guardians, and community members.
15. Creating and passing out of all newsletters, reminders, memos, handouts, etc.
16. Help plan the 'end of camp celebration' with award ceremony, special event, family, and food.
17. Setting a good example for all participants and conducting yourself in a friendly and professional manner at all times.
18. Assuring all camp activities begin and end on time.
19. Assuring all the campers are safe during, before, and after, camp activities.
20. Creating and maintaining a safe, disciplined, and fun atmosphere for the participants.
21. Making recommendations throughout the program and handing out evaluations to parents the second to last week of camp, then submitting finished evaluations to the Program Manager.
22. The performance of other duties assigned by IRVSRA Program Manager or PPD Superintendent of Recreation.

Posted: 1/08/2020