

Job Posting  
**Lead Counselor**

**DESCRIPTION**

The Lead Counselor is responsible for providing a fun, safe and memorable experience to camp participants by planning, preparing and implementing daily camp activities while adhering to Bensenville Park District policies, rules and procedures.

**DUTIES AND ESSENTIAL JOB FUNCTIONS**

- Actively supervise staff to ensure they are following proper procedures and adhering to safety practices
- Oversee pool rotation to ensure camp participants are being properly supervised at the Water Park
- Set opening and closing day procedures with Recreation Supervisor and Camp Director
- Assist in purchasing, distribution and maintaining an inventory of supplies
- Assist with planning camp special events and themed activities
- Assist with conducting weekly staff meetings
- Assign staff activities and other responsibilities
- Supervise weekly field trips, supplies, transportation, and crisis management
- Monitor safety and all procedures as they pertain to the supervision of all campers and staff
- Help provide an atmosphere for developing good morale and well being among the camp family
- Supervise all campers and staff in one of the following camps: Sports, Teen, Discovery, Adventure.

**QUALIFICATIONS**

- Minimum of one year college education. Working towards a degree in Education or Recreation Administration or related field is preferred
- Minimum two years of experience working in a camp setting with youth
- Excellent skills in planning activities for children
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Must be energetic, have a positive attitude and be encouraging
- Ability to enforce Park District rules and safety practices
- Excellent customer service skills
- Certified in CPR/AED and First Aid is required

**JOB STATUS** Part time      **DEPARTMENT** Recreation      **FSLA STATUS** Non-Exempt

**SALARY** \$10.00 per hour

**HOURS** Monday through Friday, 8:30 a.m.-4:30 p.m. pre-camp preparation, pre-camp meetings, staff meetings and trainings are required.

**HOW TO APPLY** Interested applicants may submit completed application to Lisa Semetko, Recreation Supervisor, at [lsemetko@bensenvilleparkdistrict.org](mailto:lsemetko@bensenvilleparkdistrict.org) or to the Deer Grove Leisure Center. Position open until filled.