



## **ET/Camp Assistant Supervisor**

### **Crystal Lake Park District**

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**Contact Phone:**  
**Closing Date:**  
**Salary:** \$44,727-\$55,908 DOE

#### **Description:**

To apply, please click [here](#).  
TITLE: ET/Camp Assistant Supervisor  
REPORTS TO: Recreation/Early Childhood Supervisor  
DIVISION: Recreation Program & Facility Services  
FLSA STATUS: Exempt  
CATEGORY: Full Time Employee I  
GRADE: 6  
RATE OF PAY: \$44,727 - \$55,908  
LAST REVISED: February 2024

#### **SUMMARY**

The ET/Camp Assistant Supervisor, under the direction of the Recreation/ Early Childhood Supervisor is responsible for assisting with the planning, organization, and supervision of School Age Programs. The responsibilities encompass various program areas, including Extended Time, Day Camp and other relevant School Age programs. Additionally, this position serves as the direct supervisor for part-time and seasonal employees.

#### **QUALIFICATIONS**

- Bachelor's degree in Recreation or related field preferred.
- 3+ years of experience working with school age children.
- Previous experience managing part-time/seasonal staff preferred.
- Must possess the ability to organize, prepare and present both written and verbal information to individuals and groups.
- Understand and use basic current computer operating systems and job-related software applications.
- Strong leadership qualities.
- Must possess a valid driver's license and current vehicle insurance.
- Current CPR/AED Certification preferred.

#### **ESSENTIAL FUNCTIONS**

- Collaborate with the Recreation/Early Childhood Supervisor in recruiting part-time and seasonal candidates. This involves reviewing applications, conducting interviews, and making recommendations for employment.
- Design and implement staff training programs and develop work schedules.
- Monitor monthly expenditures for extended time and camps, reporting any deviations regularly.
- Manage the procurement of necessary program supplies and attire.
- Assist in installment billing for extended time and camp programs.
- Generate required forms for Extended Time/Camp and other programs as needed.
- Distribute monthly newsletters to parents and staff through Constant Contact.
- Evaluate program effectiveness through surveys, observations, and feedback from participants and instructors.
- Contribute to the review and update of procedures/manuals/guidelines for extended time and camp regularly.
- Support the Recreation/Early Childhood Supervisor in payroll processes for part-time and seasonal employees.
- Assist in planning field trips and school institute days for extended time and camp.
- Participate in performance evaluations on an annual basis.
- Conduct regular observations of extended time and camp sites.
- Provide substitution as needed for ET and Camp.
- Provide support in the recruitment and training of one-on-one inclusion aides as required.
- Address parent inquiries and/or complaints in a timely manner.
- Contribute to the preparation of brochures according to established schedules.
- Submit reports to the Recreation/Early Childhood Supervisor when requested.
- Demonstrate self-motivation and the ability to achieve goals with minimal supervision.
- Perform job duties safely and in compliance with District policies, procedures, and safety rules.
- Attend necessary seminars and training workshops.
- Assist in ACA Camp Accreditations, school and camp site license exempt paperwork and management of Gateway files for DCFS.
- Assist with Park District Special Events and provide support to Recreation Supervisors as needed.

#### MARGINAL FUNCTIONS

- The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL CONSIDERATIONS

- May frequently be required to walk, sit, talk, and hear.
- May frequently be required to use hands/fingers, feel and reach with hands and arms.
- May frequently be required to stoop, bend, kneel, crouch and walk upstairs.
- Must be able to lift, support, and/or restrain program participant.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must be able to perform manual labor with varying degree of physical exertion.
- May occasionally be required to lift and/or move up to 50 pounds without assistance. Over 50 pounds with assistance.

#### PSYCHOLOGICAL CONSIDERATIONS

- Must be able to perform in a friendly, competent, and patient manner under stressful conditions.

- Must be able to resolve differences between staff.
- Must be able to work independently.
- Must be able to work safely and appropriately when driving in unfavorable conditions.

#### PHYSIOLOGICAL CONSIDERATIONS

- Prolonged stress and pressures of the position could affect some individuals' blood pressure.

#### ENVIRONMENTAL CONSIDERATIONS

- Occasionally exposed to elevated noise levels from participants, sound equipment, maintenance equipment or power tools. May be exposed to dust, pollen, mold, insects, etc.
- Occasionally may be in and out of controlled temperatures.

#### COGNITIVE CONSIDERATIONS

- Worker must be able to:
- Use basic math, reading and writing skills.
- Exhibit good problem-solving abilities.
- Use good safety awareness and judgment.