



Camp Site Director

Woodridge Park District

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Closing Date:

Salary: \$16.00-\$18.00 per hour

Description:

The Camp Site Director is responsible for overseeing the daily operations of their assigned summer camp program for the Adventure Camp, Trek & Travel Camp, or Before/After Camp. Primary job responsibilities include providing support and leadership for camp counselors and participants, pre-camp planning, programming, supervision and training of camp counselors, communication with parents, and the safety of participants and staff. The entire wage range for this position is \$15.00-\$22.50. The hiring range for the 2026 season is \$16.00-\$18.00 depending on qualifications.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of integrity/ethics, job knowledge, interpersonal skills, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, teamwork, and productivity.

Essential Duties

- Be accountable for the whereabouts and safety of all campers and staff at all times.
- Administer first aid to campers and staff when necessary. Maintain first aid supplies.
- Work with internal and external groups to ensure the enhancement of the camp operation.
- Keep the front desk informed of any program changes.
- Inform parents of upcoming activities, child behavior, injuries that occurred during camp hours and concerns regarding camp and campers. Maintain parent call logs.
- Use appropriate subject matter in the presence of children. Make sure appropriate notes, newsletter, etc. go home with campers.
- Assist Camp Director in the training of all staff prior to the beginning of the first camp session.
- Assist in the collection of participant information forms and the retention and confidentiality of this information.
- Review equipment and facilities to ensure utilization, proper care, and maintenance is adhered to. Report any needed repairs promptly to the Camp Director.

- Maintain orderly records and file appropriate documents with the Camp Director in a timely manner to include but are not limited to attendance records, lesson plans, behavior/incident reports, accident reports, and receipts.
- Aid in the return of all park district property (phones, keys, first aid packs, etc.) are distributed prior to the start of camp and collected back at the end of the summer.
- Plan a variety of age appropriate activities
- Participate in group planning.
- Develop and review weekly lesson plans and camper incentive program with Camp Director. Present approved lesson plans to camp counselors and ensure incentive program is followed.
- Oversee the daily operations of assigned summer camp.
- Supervise the daily transition between Before/After Camp and Day Camp.
- Act as the main support person for camp staff through fostering teamwork, staff development, and taking corrective actions when needed.
- Complete performance reviews for camp staff with the Camp Director.
- Recognize the needs of the campers, work closely with staff on unwanted camper behavior.

Customer Service

- Monitor health of all participants; be aware and prepared to deal with emergency health issues in accordance with Park District policies. Special sanitation procedures are to be taken in the event of some illnesses, see policy 3.4 in the Comprehensive Policy & Procedures Manual for details.
- Maintain pleasant and professional image, understand Park District products and services, communicate with participants, handle problems politely and efficiently, follow procedures to solve participant problems.

Initiative

- Tackle problems and take independent action, seek out new responsibilities, act on opportunities, generate new ideas, practice self-development. Ability to work with and without supervision.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Co-operation & Attitude

- Maintain an enthusiastic and positive attitude. Work as part of a team and motivate others. Accept constructive criticism and make adaptations as necessary.

Communication

- Use appropriate time keeping method/system to accurately record time worked in accordance with policy/procedure. Approve timecard for Camp Director approval.

Appearance

- Present a good personal appearance; follow camp dress code.

Focused on Job

- Appropriately enforce disciplinary policy.
- Follow through on reward system for campers.

Teamwork

- Attend all staff trainings and meetings.
- Aid counselors in keeping daily schedules to ensure camp participants are rotated through all activities in a timely manner.

Leadership

- Create an atmosphere that fosters and develops good morale and well-being.
- Train/instruct Counselors clearly explaining expectations and standards required from staff.
- Provide continuous training for staff along with providing resource material.
- Provide feedback and correct staff when needed while being fair and impartial.
- Delegate workload and responsibility effectively.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of two years of previous day camp experience is preferred.
- Excellent verbal and written communication skills
- Ability to interact positively with residents, parents, campers, and fellow staff members.
- Good understanding of Park District policies and procedures.
- Knowledge of child development and the needs of campers.
- Knowledge and skills for planning, organizing, purchasing, and executing a wide variety of creative and innovative activities for youth.
- Ability to effectively adjust to stressful situations (i.e. customer inquiries, continual questioning from staff, parent, or participants).
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.
- Ability to display patience and compassion to understand camper and staff needs, yet also be firm and assertive in decision making.
- Ability to swim at an intermediate level of skill.
- Ability to participate in vigorous activity for extended periods of time.
- Ability to read and interpret documents such as safety rules.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Education & Training

- Minimum of a high school diploma or equivalent required.
- Bachelor degree in education, recreation or related field preferred.

Certificates, Licenses, Registrations

- Obtain and maintain first-aid certification prior to camp start date.
- Obtain and maintain adult CPR/AED certification prior to camp start date.
- Obtain and maintain infant/child CPR/AED certification prior to camp start date.
- Obtain and maintain valid Illinois driver's license.
- Complete Department of Children and Family Services (DCFS) online training prior to camp start date.

Working Conditions

- Subject to outside environmental conditions which may include varying weather conditions.
- Subject to inside environmental conditions.

Special Considerations

- Requires a flexible work schedule which may include days, nights and weekends. Training will be scheduled before the camp session starts.
- Subject to chlorinated water.

To apply please use this link:

<https://www.paycomonline.net/v4/ats/web.php/portal/5B8237E265A8F604D9F7D6B514B96B92/jobs/228325>