



Part-Time Camp Coordinator

Village of Richton Park

Contact Name: Dawn Davis

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Contact Phone: 708-481-8950

Closing Date:

Salary: 15.00 per hour

Description:

The Part-Time Camp Coordinator assists with the planning, organization, and daily operation of the Parks & Recreation Summer Camp program, break camps, Parent Night Out camps, and Schools Out Day camps. This position will support the department in providing a safe, engaging, and well-organized camp experience for children and families.

Essential Duties and Responsibilities

Plan, coordinate, and supervise daily camp operations and activities.

Assist in developing program schedules, activity planning, special theme days and field trips.

Assist with recruiting, onboarding, scheduling and overseeing camp staff and volunteers.

Help maintain a safe camp environment by enforcing rules, safety procedures, and emergency protocols.

Serve as a point of contact for parents/guardians, addressing questions, concerns, and providing program updates as needed.

Track enrollment, maintain rosters, and manage registration and attendance through the department's registration system.

Purchase, organize, and inventory camp supplies and equipment.

Coordinate transportation, field trips, guest presenters, and on-site enrichment activities.

Monitor camp budgets and assist with tracking expenses and reconciling purchases.

Prepare and distribute camp communication, schedules, and promotional materials.

Evaluate camp program through surveys, feedback, post-season reports and submit findings to Department Head or designee.

Provide on-site direction and leadership during camp hours and special events.

Participate in staff meetings, trainings, and Village or Department duties, and initiatives as required.

Other job duties as assigned.

Knowledge, Skills, and Abilities

Strong leadership, organizational, and problem-solving skills.

Ability to work effectively with children, families, staff, and community partners.

Excellent verbal and written communication skills.
Ability to manage multiple priorities in a fast-paced environment.
Strong customer service skills and a positive, professional demeanor.
Ability to work collaboratively as part of a team and independently when needed.
Proficiency in Microsoft Office and the ability to learn registration and attendance systems.
Passion for youth development, recreation programming, and creating positive camp experiences.

Qualifications

Minimum: One (1) to two (2) years of experience working in a camp, childcare, aftercare, or recreation program.

Preferred: Experience overseeing staff or volunteers.

Required: High School diploma or equivalent

Necessary Special Requirements

Valid driver's license; ability to pass a drug screen, physical, credit check and background check.

Physical Demands

The physical 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. The employee must occasionally lift and/or move 50 pounds or more.

If you are interested in applying, please visit our website for more information at www.richtonpark.org