



Camp Coordinator

Village of Western Springs

Contact Name: Daisy Chavez

Contact E-mail: dchavez@wsprings.com

Contact Phone: 708-246-1800

Closing Date:

Salary: \$17.00 - \$19.00 per hour

Description:

Summer Camp Coordinator Recreation Department

The Village of Western Springs is accepting applications for a seasonal part-time Summer Camp Coordinator in the Recreation Department. This position is ideal for a candidate who enjoys working with children, thrives in a team environment, and is looking for a rewarding role with meaningful responsibility.

KEY RESPONSIBILITIES:

We are looking for a passionate, organized and energetic leader to work collaboratively with Recreation Program Manager and assist in the oversight of daily operations of the Day Camp Program. Thereby ensuring a safe, fun and enriching experience for the campers and staff. The position works closely with the Recreation Program Manager and based on experience can grow into a leadership role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Regular and consistent attendance is required for this position.

Assist the Recreation Program Manager in supervising, supporting, and mentoring part-time day camp staff.

Identify behavioral concerns among campers and promptly communicate and assist the Recreation Program Manager in addressing them.

Communicate parent questions or concerns to the Recreation Program Manager in a timely and professional manner.

Compile and distribute camp shirts for each day camp session.

Support daily camp operations by monitoring schedules, transitions, and activity coordination.

Attend staff meetings and supports Recreation Program Manager in conducting trainings.

Support Recreation Program Manager with SEASPAR inclusion staff to ensure smooth transitions and positive experiences for participants with special needs.

Work collaboratively with the Recreation Program Manager to review, refine, and implement camp schedules and lesson plans.

Ensure upcoming weekly activities are fully prepared, with supplies organized and readily available.

Assist with the printing and distribution of sign-in/sign-out sheets and camp rosters.

Assist Program Manager with substitute schedules, including dates, locations, and times.

Assist in planning, organizing, and executing camp special events and trips.

Support the Recreation Program Manager in enforcing all safety protocols and procedures.

Provide constructive end-of-season feedback to support program improvement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of recreational programming, day camp operations, and youth supervision practices.

Knowledge of safety procedures and the ability to follow and enforce established protocols.

Skills with the ability to manage multiple tasks, schedules, and priorities effectively.

Skills, including the ability to interact professionally with parents, staff, and participants.

Ability to lead, motivate, and support part-time staff in a positive and professional manner.

Ability to work outdoors in varying weather conditions and actively participate in physical activities as needed.

POSITION REQUIREMENTS:

Education: High school diploma or GED required. Completion of, or current enrollment in, college-level coursework equivalent to an Associates Degree is preferred and may supplement educational requirements.

Experience: A minimum of one (1) year of experience in a related field is preferred. Experience in recreation programs, youth supervision, or camp operations is highly desirable.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Class "D" Illinois Driver's License.

PHYSICAL DEMANDS/WORK CONDITIONS:

While performing the duties of this position, the employee will frequently stand, sit, drive, type, and work at a computer. Typical work hazards are minimal; however, appropriate caution should be exercised at all times. This position may require work outdoors and exposure to varying or extreme weather conditions.

The employee must occasionally lift or carry items weighing up to twenty-five (25) pounds. The role also involves occasional bending, stooping, kneeling, twisting, squatting, walking, and jogging while participating in or supervising physical activities with program participants.

COMPENSATION & BENEFITS:

The hourly rate for this position ranges from \$17.00 to \$19.00, depending on qualifications and experience. This position is not eligible for benefits.

WORK SCHEDULE:

Hours may vary prior to the start of the season. During the camp season, the position works Monday through Friday, June through mid-August, from 8:30 am to 3:30 pm.

HOW TO APPLY:

The employment application is available online at wsprings.com. To apply, please send a completed application and resume to jobs@wsprings.com. Questions should be directed to Recreation Program Manager, Rita Ligeikis at rbartelt@wsprings.com. This position is contingent upon the successful completion of a background check, medical exam, drug screen and reference check.

The position will remain open until filled.

The Village of Western Springs is an equal opportunity employer and makes employment decisions on the basis of merit. We seek the best qualified people to join our team. The Village of Western Springs policy prohibits unlawful discrimination based on race, color, religion, sex, age, national origin or disability or any other legally protected status in accordance with the requirements of local, state, and federal law.