



## **Camp Director - Summer Discovery**

### City of Lake Forest

**Contact Name:** Maria Pietrzak  
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**Contact Phone:** 847-810-3531  
**Closing Date:**  
**Salary:** \$20/hr

#### **Description:**

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The City of Lake Forest is looking for a qualified adult to direct Summer Discovery (An enrichment based camp) for the Lake Forest Parks and Recreation. Directors are expected to develop Art, Science and STEM lesson plans for 8 weeks of summer camp (June 9th - August 1st), train and supervise camp staff, provide a safe environment, and supervise campers. Prospective directors must show strong leadership skills, independent functioning, a passion for working with children, have a team mentality and be a positive role models for both staff and youth in the community.

Summer Discovery Camp schedule is Monday-Friday 9:15am - 12:30pm. Directors are expected to arrive early for set up and stay after 12:30pm for clean up, as needed and will be paid for 25+ hours per week.

**Mandatory Camp Staff Training is May 27th & 28th from 6pm - 8:30pm at the Recreation Center and May 30th & June 6th from 9am - 3pm On Camp Site.**

#### **Responsibilities Include:**

- Develop curriculum for summer camp
- Attend and assist in camp training
- Help with daily set-up and take-down of camp location
- Enforce department and camp rules and regulations
- Provide a safe and friendly environment for staff and campers
- Evaluate staff and hold accountable for job expectations
- Foster the growth of staff
- Provide excellent customer service to parents and children enrolled in summer camp
- Weekly emails to parents & Newsletters

#### **Qualifications**

#### **Knowledge, Skills & Abilities:**

- Experience working with children. Specifically, in a school or camp environment is preferred

- Experience and/or education in art (ceramics, drawing, painting, mosaics, etc.)
- Knowledge of child development
- Must be able to work in a team environment
- Willingness to work additional hours is a plus
- Ability to work up to 25 or more hours a week
- Understanding of a sound recreation philosophy
- Excellent customer service and communication skills
- Strong leadership skills

#### **Requirements:**

- High School Diploma/GED or high education preferred
- Able to lift 50 lbs.
- Ability to be self-driven and willing to engage in continuing education
- Must pass city background check

#### **Supplemental Information**

Working at the Lake Forest Recreation Department this summer offers many benefits beyond just a paycheck. You're not just getting a job—you're joining a community and gaining access to unique perks that make your summer healthier, more enjoyable, and memorable!

#### **Bonus Benefits:**

**Free Lake Forest Fitness Center Membership** *Stay active and healthy during the summer without extra financial commitment!*

- Enjoy unlimited access to our well-equipped fitness center, and save money while prioritizing your health and fitness.
- Discounts on group exercise classes and personal training sessions.

**Free Paddle Board and Kayak Rentals at the Boating Center** *Perfect for adventure seekers and nature lovers!*

- Explore Lake Michigan in a kayak or on a paddleboard at no cost.

**Discounted Rates at Deerpath Golf Course** *Nothing beats golf at Deerpath in the summer!*

- Play a round of golf at Deerpath Golf Course at a rate of \$32 for 18 holes or \$27 for 9 holes.
- Enjoy a 15% discount on purchases at the Pro Shop.

Don't miss this excellent opportunity to get paid and gain experience while spending your summer outdoors in Lake Forest.

Applications can be submitted at [www.cityoflakeforest.com](http://www.cityoflakeforest.com) under the Parks and Recreation Tab.

**Pay Rate: \$20.00 per hour Depending on Qualifications**

**An Equal Opportunity Employer**