

## MACON COUNTY CONSERVATION DISTRICT

### Job Description

JobDescSumCmp14

**Job Title: Summer Camp Counselor**

**Department: Program Services**

**Summary:** The positions are located at Rock Springs Conservation Area, Friends Creek Conservation Area and Ft. Daniel Conservation Area. Counselors prepare and present programming for summer camps.

**General Purpose of Job:** Under general direction assists with planning, developing, coordinating and facilitating summer camp programs.

#### **Essential Duties and Responsibilities:**

1. Assist with preparing educational materials for the program.
2. Assist with leading youth on outdoor and indoor environmental and historical activities.
3. Responsible for safety procedures while working with staff, volunteers and youth.
4. Attend training sessions offered for staff and volunteers.
5. Establish and maintain professional relationship with campers' parents, campers, staff and volunteers.
6. Maintain records of achievement and attendance for assigned participants.
7. Willing to meet with parents, volunteers and other staff regarding areas of concern with campers.
8. Review, understand and follow curriculum for camp program as assigned.
9. Assist with programming for youth and adult groups (which are not camp participants) as well as the general public.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

#### **ADDITIONAL INFORMATION:**

Training (May be on the job.)

1. CPR
2. 1st Aid
3. Choking
4. Blood-borne pathogens
5. Defensive Driving
6. Computer
7. Audiovisual equipment setup and operation
8. Interpretive skills and techniques

Qualifications:

1. High School Diploma
2. Must be 18 years of age
3. Valid Illinois Vehicle Operator's License

4. Must have ability to work with children
5. Must have ability to work outdoors
6. Must have ability to deliver planned and impromptu informational presentations
7. Willingness to wear a standard issue uniform
8. Physical ability sufficient to perform duties
9. Ability to supervise volunteers
10. Ability to work independently and efficiently
11. Ability to establish and maintain satisfactory work relationships with District employees, volunteers, seasonals, and the general public

Knowledge, Skills and Abilities:

1. Working knowledge of proper English and grammar
2. Working knowledge of public relations principals and techniques
3. Working knowledge of planning methods and techniques
4. Working knowledge of budget utilization
5. Working elementary knowledge of interpretive theory and practice
6. Working knowledge of janitorial, grounds, trail, building and maintenance skills
7. Working knowledge of natural history and cultural history of the area

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.