

JOB OPENING

VARIOUS LOCATIONS

DAY CAMP SITE SUPERVISOR

POSITION: SEASONAL / STARTING PAY RATE: \$12.00 PER HOUR

OVERVIEW

- The Peoria Park District hosts various day camps at multiple locations throughout the community each summer. Counselors are the primary caregivers for each camper. The Site Supervisor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and on a daily basis while at camp, as well as supervising and directing Camp Counselors.
- The 2019 Day Camps that are seeking Site Supervisor applicants are as follows: RiverPlex Camp, Proctor Recreation Center Camp, Ancient Oaks Day Camp at Sommer Park, Lakeview Recreation Center Camp, Fine Arts Camp at the Noble Center, Camp On Stage at the Noble Center.

RESPONSIBILITIES

- Assist with registration procedures.
- Supervise counselors and their ability to interact and work with children.
- Implement strategies for behavior modifications.
- Develop programming and activities formatted to the weekly theme.
- Develop the daily schedules based on all activities planned.
- Provide supervision during all trips both on and off-site of Park District Property.
- Monitor Lunch Rooms and clean up.
- Assist with CIT program and the guidance of the CIT's.
- Distribute medicine to campers and document all procedures.
- Monitor safety of children and staff in male/female locker room/pool changing areas.
- Be alert to staff needs and assist them with personal/and or health problems; discuss with camp director when appropriate.
- Be alert to equipment and facilities to ensure utilization, proper care and maintenance is applied promptly and report repairs to camp director.
- Set and be held to high professional standards, representing both yourself and the Peoria Park District in daily work habits, appearance and camper interaction.
- Follow and uphold all Park District safety and security guidelines and procedures ensuring at all times camper and staff safety.

SUCCESSFUL CANDIDATES WILL HAVE

- Must be 18 or older with experience in any RPTA field, Education field or Early Childhood Program or have extensive experience working with children.
- Ability to obtain or become certified in First Aid/CPR/AED.
- Ability to interact with all age levels.
- Understanding of the development needs of youth.
- Ability to relate to youth, parents and young adults in a positive manner.

OTHER

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Average of 30 – 40 hours/week during camp season.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers or counselors in an emergency and possess strength endurance required to maintain constant supervision of all staff and counselors.
- Some physical requirements of a general site supervisor position include prolonged standing, some bending, stooping, walking long distances, hiking, climbing and stretching.

