

## Crete Park District Day Camp Guide

Job Title:	<b>Day Camp Guide</b>	Prepared By: Supt. Of Recreation
Department:	Recreation	Prepared Date: 1/2023
Reports To:	Recreation Supervisor	Review Cycle:
FLSA Status:	Non- Exempt Part-time Seasonal	Approved By:
Approved Date:		

### **Summary:**

Perform general and specific daily planning and supervision of day campers. Responsible for providing a safe, welcoming, and inclusive environment for campers to recreation. Communicate effectively and work cooperatively with other camp Guides, camp director and park district staff.

### **Essential Functions**

- Provides support to the director to ensure a safe and stimulating active play environment.
- Assists in planning and preparation for daily activities.
- Plans, prepares, and develops various aids for use in setting, including large motor activities, group play, sports, arts and crafts, activity sheets, drawings, and similar activities.
- Presents play to children, utilizing a variety of methods including stories, and role playing.
- Leads activities.
- Assists children, individually or in groups, with recreation assignments.
- Maintain a positive image and relationship with Park District patrons and visitors; assist them in resolving their concerns and issues.
- Positively promote the Crete Park District and the programs that are offered.
- Follows, administers and implements Crete Park District policies and guidelines.
- Performs miscellaneous job-related duties as assigned.

### **Qualification**

- Minimum of 16 years of age
- Experience with supervision of children
- CPR and AED certification or ability to secure prior to starting

**Psychological Considerations:** The Guide may feel pressure from the responsibility of working all day including working supervising young campers. The Guide may need to resolve immediate behavioral problems for the safety of the campers

**Physiological Considerations:** Long periods of standing, walking, climbing, stooping, bending, and reaching could be expected. The guide must be able to be active outside in the weather for long periods of time

**Environmental Considerations:** The Guide will be exposed to various weather conditions including extreme heat and cold, snow, rain, and ice. Indoor conditions include varied lighting and temperature changes.

**Cognitive Considerations:** The Guide must use good judgment including safety awareness.

**Hours And Compensation:** This is an hourly position and based on an average of 8 hours/day for 12-20 weeks from late spring until early fall. Normal working hours will be from 7:30am to 4:00pm, Monday thru Friday, with some evening and weekend hours to be expected. Compensation will be established at the time of hire and increases will be based on the evaluation and recommendation of the Superintendent of Parks & Planning with the approval of the Executive Director.

### Guide – Compensation Package

Salary: Minimum Wage/starting

Benefits: Unpaid Holiday time off during employment term (10 annual recognized Holidays)  
Unpaid Vacation/Sick/Personal days (at the discretion and approval of the Parks Supervisor)  
Overtime pay at 1 ½ times regular hourly rate for each hour worked above 40/week  
(weekly pay period runs from Wednesday – Tuesday)

Hours: Normally 8 hour day between the hours of 6:30am – 6:00pm Monday-Friday  
Evening and weekend hours to be expected, including special events