

## **Macon County Conservation District**

**Job Title:** Lead Summer Camp Counselor  
**Department:** Program Services  
**Reports To:** Senior Program Naturalist (Summer Camp Director)  
**Position Status:** Non-exempt

### **Summary:**

The position is located at Rock Springs Conservation Area. The Lead Summer Camp Counselor assists with coordinating, planning, and leading the Earth Adventures and Adventure Club summer camps for the Macon County Conservation District, including overseeing staff, ensuring the safety of campers, and performing administrative duties to support the camps.

### **General Purpose of Job:**

Under the direction of the Summer Camp Director, assists with the planning, development, and implementation of District summer camp programs; oversees camp counselors, volunteers, and campers; coordinates with other counselors and staff; and communicates with parents and guardians.

### **Qualifications:**

1. High School Diploma or GED
2. Valid Illinois Driver's License
3. Successfully pass a drug screen and criminal background check
4. Acquire and maintain CPR and First Aid certifications
5. Experience working in early childhood education, summer camp, childcare, or similar field strongly preferred
6. Supervisory experience preferred

### **Essential Functions:**

1. Works with the Summer Camp Director to coordinate and implement the Earth Adventures and Adventure Club summer camp programs.
2. Prepare and implement educational materials for the program.
3. Lead youth on outdoor and indoor environmental and historical activities following a daily schedule, with the ability to be flexible and adapt as needed.

4. Assist with the supervision and support of camp counselors, and maintain an open line of communication with the Summer Camp Director and Director of Program Services, reporting any and all incidents, accidents, and hazards as soon as possible.
5. Conduct yourself in a safe manner and promote a safe work environment, as well as overseeing the safety of counselors, campers, and volunteers.
6. Maintain a high level of dependability, including following instructions, responding to management direction, taking responsibility for own actions, and completing tasks on time.
7. Establish and maintain a professional relationship with campers' parents, campers, staff, and volunteers.
8. Maintain program records, including participant waivers, attendance logs, and sign in/out sheets.
9. Develop weekly correspondence with camp families, including a weekly email and flyer/schedule.
10. Administer First Aid if necessary, in accordance with the District's Communicable Disease policy.
11. Perform other duties as required or assigned which are reasonably within the scope of the duties described above.

**Marginal Functions:**

1. Occasionally may assist with programs other than summer camp.

**Psychological Considerations:**

1. Must work around children and general population in public areas.
2. May need to resolve differences between counselors, campers, and/or volunteers.

**Physiological Considerations:**

1. Must be able to lift up to 25 pounds.
2. Must be able to work outdoors in recreational area settings.

**Environmental Considerations:**

1. Exposed to weather conditions including rain and heat.

2. Indoor environmental conditions include lighting and temperature.

**Cognitive Considerations:**

1. Must be able to understand written and verbal instructions.
2. Must use good safety awareness and judgment.
3. May be required to respond to emergencies.

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.