



Job Description

Job Title: Summer Camp Assistant – Severson Dells Nature Center
Reports To: Education Specialist
FLSA Status: Seasonal/Non-exempt (Hourly)

Severson Dells Nature Center links people to nature through education and research. We promote awareness of the natural world, fostering respect, enjoyment and preservation now and in the future. The Severson Dells Nature Center is housed in a converted Deer Lodge situated on a 369-acre county forest preserve. There are two-and-a-half miles of trails through diverse ecosystems including prairie, savanna, oak woodland, creek and pond.

PURPOSE

The Summer Camp Assistant works with the Day Camp programs. Summer Camp Assistants work with the Education Specialist on planning, teaching, coordinating, and guiding campers in daily activities and explorations. You are the spirit of the summer camp experience! Your fellow Summer Camp Assistants will rely on you, children will look up to you, and parents will trust you. Your fresh energy, ideas, consistent supervision, patience and commitment to the camp community will make this summer one of our best.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides a safe and healthy environment, both physically and mentally, to ensure the successful operation of a fun, quality camp experience.
- Ensures children are aware of rules and acting in a safe manner.
- Assists in the planning and implementation of daily activities that fit the theme of the camp, and the children's needs and interests.
- Makes sure proper procedures are followed for camper sign-in/-out on a daily basis.
- Reports all accidents to the Supervisor, and accurately completes proper health log and/or accident/incident form.
- Directs or assists in the daily maintenance of the childcare area, ensuring safety and cleanliness.
- Assumes equal share of the regular housekeeping chores such as cleaning, preparing for daily activities and cleaning up after projects.
- Establishes a relationship with each child.
- Understands the needs of all the children and treats each child with respect and dignity.
- Works toward positive parent/staff relations.
- Completes all paperwork clearly and concisely.
- Remains up to date on emergency procedures.
- Reports all suspicions of child abuse to proper authorities.
- Adheres to all risk management and safety programs and procedures.
- Completes all other duties as requested.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE REQUIRED FOR THE ROLE

- Must possess current CPR and First Aid licensing or be willing to obtain before the beginning of camp.
- Must have excellent leadership skills.
- Knowledge of northern Illinois plants, animals and habitats strongly desired.
- Excellent communication and interpersonal skills.
- Desire and ability to work with children of all ages.
- Demonstrated responsibility and dependability.
- Must exhibit patience and understanding.
- Receives and follows detailed instructions.
- Must be alert at all times, keeping safety in mind.
- Must be capable of working under pressure in a somewhat disruptive environment.
- Must have the ability to work up to 40 hours weekly.

EDUCATION and/or EXPERIENCE

Must be at least 17 years old. A High School diploma or general education degree (GED) is preferred. Must have at least two years of child care experience.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee may be required to sit, stand, or maintain physical activity for extended periods. The ability to use hands to grasp and lift; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear is required. The employee must frequently lift and/or move up to 50 pounds. Must possess acceptable hearing and visual capabilities in order to monitor environment and children's safety.

WORK ENVIRONMENT The employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to plant materials and water, as we will be walking through the forest and grasslands, and wading in the creek. The noise level in the work environment is usually moderate.