**Summer Day Camp Program –** **Willowbrook Program Lead Counselor/Mentor Coordinator**   
The Community House

Site: **Willowbrook**

The Community House is now hiring for **Willowbrook Summer Day Camp Program /Lead Counselor Coordinator** for the **Willowbrook Location.** This is a part time seasonal position, working with CCSD180 School Calendars.

**GENERAL FUNCTION**:

WB Program Lead Counselor/Mentor Coordinator reports to Recreation Supervisor. The **WB** **Lead Counselor/Coordinator** assumes a lead role in planning and implementation of activities in the **Summer Day Camp** Program and be directly responsible for the supervision and safety of registrants, implementation of planned daily activities, and maintenance of the program environment, equipment and supplies and the supervision and management of Program Counselors and assisting the Recreation Supervisor and Site Director in all aspects of program planning and implementation.The **WB** **Lead Counselor/Coordinator** is a vital member of a team of people with the goal of providing excellent care for school aged children (**1-7th grade**). He/she will make every effort to develop and foster a positive relationship with the children and their parents.

Hours can be **Monday-Friday** from approx. 8:00 AM – 5:30 PM for **FULL DAY**. Shifts will vary based on the need. Shift assignments will be given during training session. Hours will vary between 0-39 hours a week. There will be a combination of weekly check-in’s and/or monthly meetings following regular program hours.

**Responsibilities:**

* Take every effort to be a leadership presence in building and nurturing a sense of community and understanding among all staff members.
* Serve as a supervisor, but also as a support to counseling staff.
* Work directly with the Recreation Supervisor and/or Site Director in coordinating and organizing of the total program including, but not limited to, volunteer and visitor coordination and assignment.
* Attend and assist in leading all planned activities, including, but not limited to, staff training and staff meetings, and follow the daily schedule.
* Assist Site Director with planning and implementing certain elements of staff training and program activity planning and reporting.
* Be accessible at all times to assist with participant discipline and emergency situations.
* Serve as an integral part of the participant discipline system, working with individual children, helping staff through problems and being a general resource.
* Along with Site Director, assist in delegating tasks to support staff members when you deem it necessary.
* Assist Recreation Supervisor in communicating with all members of the staff regarding changes in the normal schedule.
* Monitor the counselors’ well being and serve as a respite to counselors when necessary.
* Communicate with Site Director regarding the well being of the staff.
* Help each participant adjust to and grow within the program setting.
* Review the program rules with participants and help to enforce theses rules consistently throughout the session.
* Promote and support positive and meaningful interactions between participants.
* Be aware of participants’ whereabouts at all times.
* Report to the Recreation Supervisor any concerns about a participant’s health, safety, or well-being.
* Be willing to assist with program upkeep and other cleaning duties as requested.

**Essential Skills & Experience:**

* CPR Certification or ability to obtain certification within 1 week of being hired required.
* Possess the maturity and skills needed to perform the job successfully.
* Ability to work as a team member with other counselors and adult staff members.
* Have a sincere desire to work with and be of service to children.
* Be willing to actively pursue and fulfill the goals and mission of **The** **Community House Willowbrook.**
* Prior experience working with children between the ages of K through 8th Grade.
* Have minimum of 1 year working experience at a camp or similar setting.
* Have experience with leadership.
* Demonstrate organizational skills.
* Be responsible, friendly, enthusiastic, patient, and willing to learn.
* Ability to work as early as 7:30 am and as late as 6pm if needed.