



3939 Nearing Lane ■ Decatur, IL 62521 ■ (217) 423-7708  
www.MaconCountyConservation.org

**Job Title:** Extreme Camp Counselor  
**Department:** Program Services  
**Reports To:** Director of Program Services  
**Position Status:** Part-Time/Non-Exempt

**Summary:** Under the direction of the Director of Program Services, the part-time Summer Camp Counselor assists with the planning, development, and implementation of the [Extreme Camp](#) program; assists with other District camps as needed; ensures the safety, enjoyment, and general well-being of youth attending District camps and programs; assists with educational programming; and assists with other duties as assigned.

**Hours:** May vary week to week, but generally Monday-Thursday, 8:30am – 5pm

**Required Qualifications:**

- High school diploma or GED
- Must meet a minimum age requirement (21 for bus/van drivers, 18 for all other vehicles), have driving experience, and have a good driving record that meets or exceeds agency standards
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire (training may be provided)
- Complete a successful background check and drug screening
- Problem-solving and communication skills
- Ability to spend majority of time outdoors in varying weather conditions and on uneven terrain

**Preferred Qualifications:**

- Experience working with children, whether in a camp, youth program, recreation, or a related field

**Key Responsibilities:**

- Plans, leads, develops, and implements the Extreme Camp program
- Assists with other District camps, including Earth Adventures, Adventure Club, History Camp, and/or Mini Camp
- Lead youth on outdoor and indoor environmental and historical activities
- Maintain responsibility for safety procedures while working with staff, volunteers, and youth involved in the camp program
- Safely transport campers to off-site field trip locations in a passenger van, following all Rules of the Road and District safety and transportation policies and procedures
- Establish and maintain a professional relationship with campers' parents, campers, staff, and volunteers
- Maintain records of attendance, waivers, and other important information for assigned participants
- Meet with parents, volunteers, and other staff regarding areas of concern with campers
- Communicate with parents before each week of camp and as needs arise
- Performs other duties as required or assigned which are reasonably within the scope of the duties described above

**Marginal Functions:**

- May occasionally assist with programs other than summer camp

**Psychological Considerations:**

- Must work around children and general population in public areas

**Physiological Considerations:**

- Must be able to lift up to 25 pounds
- Must be able to work outdoors in recreational area settings

**Environmental Considerations:**

- Exposed to various weather conditions including rain and extreme heat
- Indoor environmental considerations include lighting and temperature

**Cognitive Considerations:**

- Must be able to understand written and verbal instructions
- Must use good safety awareness and judgment
- 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.