



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

Job Title: Summer Camp Counselor
Department: Program Services
Reports To: Lead Summer Camp Counselor
Position Status: Full-Time/Non-Exempt

Summary: Under direction of the Lead Summer Camp Counselor and Summer Camp Director, the Summer Camp Counselor assists with preparing, planning, and implementing the Earth Adventures and Adventure Club summer camps for the Macon County Conservation District, including ensuring the safety of campers and facilitating engaging and educational content. This position is located primarily at Rock Springs Conservation Area with two days off-site each week.

Hours: This position has an expected seasonal term of mid-to-late-May through July, and will have a Monday-Friday schedule at up to 40 hours per week.

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
- Strong swimming ability and comfort in and around water
- Problem-solving and communication skills
- Ability to spend majority of time outdoors in varying weather conditions and on uneven terrain

Preferred Qualifications:

- Graduation from, or current enrollment in a biology, wildlife, ecology, zoology, history, museum, education, or other relevant program at an accredited college or university
- Experience working with children, whether in a camp, youth program, recreation, or a related field

Key Responsibilities:

- Assist with preparing educational materials for the program.
- Assist with leading youth on outdoor and indoor environmental and historical activities.
- Maintain responsibility for safety procedures while working with staff, volunteers, and youth involved in summer camp.
- 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 professional relationship with campers' parents, campers, staff, and volunteers.
- Assist with maintaining records of attendance for assigned participants.
- Meet with parents, volunteers, and other staff regarding areas of concern with campers.
- Review, understand, and follow curriculum for camp program as assigned.

- Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

- Supervises volunteers who help with camps.
- Must be capable of working independently.
- Occasionally may assist with programs other than summer camp.

Psychological Considerations:

- Must be capable of working with children and general population in public areas.

Physiological Considerations:

- Must be able to lift up to 25 pounds.
- Ability to stand, walk, and sit.

Environmental Considerations:

- Exposed to various weather conditions including rain and extreme heat.
- May be exposed to insects and other wildlife.
- Indoor environmental considerations include those typical of an office.

Cognitive Considerations:

- Must be able to understand written and verbal instructions
- Must be able to solve practical problems
- 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.