



Westmont Park District Job Description

TITLE: Kids Club Counselor
DEPARTMENT: Recreation
STATUS: Part time
REVISED BY: Edith Garcia, Recreation Coordinator
DATE: Aug 5th , 2021
RATE: \$12 an hour

JOB SUMMARY:

Help make all patrons of the Westmont Park District have an enjoyable experience in our programs and facilities.

The Westmont Park District is seeking individuals to join its after school program staff. Under the supervision of the Recreation Coordinator, the kids club counselor is responsible for implementing and running day to day activities at the Kids Club after school program. Counselors will be responsible for supervising groups of children grades K-5. Counselors will take attendance, monitor and run activities, as well as communicate with parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as role models for participants
2. Create or plan games and theme ideas for the week
3. Help participants with completion of homework
4. Prepare snack for participants when needed
5. Chaperone on field trips to offsite locations
6. React to incidents calmly with the appropriate form of discipline when required
7. ALWAYS BE ACTIVE
8. Keep attendance records
9. All other duties assigned

QUALIFICATIONS:

At least 16 years of age. Work experience with kids is a plus.

HOURS:

Monday-Friday 2:30PM-6:30PM (flexible on schedule)

SAFETY RESPONSIBILITIES:

1. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
2. Daily supervision of all staff safety and training programs to ensure compliance by all employees.
3. Promptly report to direct supervisor of any and all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Personnel and Employment Policy.

ESSENTIAL FUNCTIONS:

In a 3-hour workday employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.

English must be spoken, read and understood to perform the functions of this position.

The noise level in the work environment is usually moderate, but may be high in some instances.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

EMPLOYEE SIGNATURE

I have read or had explained all of the above conditions and I understand them completely. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Reviewed with _____ Date _____
Employee

Reviewed with _____ Date _____
Supervisor