



Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
www.villageofmatteson.org

Administration

Village Administrator
708-283-4911
Office of the Village Clerk
708-283-4914

Community Affairs Dept.

708-283-4777

Community Development

Building Services
708-481-8313
Fax: 708-748-2326
Planning & Zoning
708-283-4944

Economic Development

708-964-2000

Finance

708-283-4900

Fire Department

3445 211th Street
708-748-5129
Fax: 708-283-6606
Fire Prevention Bureau
708-748-5129
Fax: 708-283-6606

Human Resources

708-283-4949

Police Department

20500 S. Cicero Ave.
Administrative Division
708-748-4085
Fax: 708-748-7364
Non-Emergency
708-748-1564

Public Works

21146 Tower Ave.
Parks Maintenance
708-748-1411
Fax: 708-503-3120
Water Billing Services
708-283-4790

Recreational Services

20642 Matteson Ave.
708-441-4500
Fax: 708-441-4259

VILLAGE OF MATTESON RECREATION - JOB OPPORTUNITIES

Summer

CAMP COUNSELORS – Seeking mature and enthusiastic Summer Camp Counselors for the 2018 Summer Camps. Counselors supervise the campers, and plan and conduct daily camp activities. Activities vary, and may include arts and crafts, sports, games, music, field trips and special events. Minimum 18 years of age, with high school diploma (or equivalent) and experience working with children required. Some college with background in Recreation, Physical Education or a related field is preferred. Training: May 28th – June 2nd (2 week). Camp dates: Session I: June 11th through July 6th (4 weeks) and Session II: July 9th through Aug. 3rd (4 weeks).

Day Camp (Ages 5 to 14) M – F (up to 40 hours weekly) held from 8:00 a.m. to 5:00 p.m. and **Kiddie Kamp (Ages 3 – 5)** M – F (up to 20 hours weekly) held from 9:00 a.m. to 12:00 Noon. There are occasional additional hours for meetings, etc.
Hourly rate: \$8.25 - \$9.25

Application for Employment forms, along with a summary of job openings, are available at www.villageofmatteson.org and at the Village Hall. Applications should be filed at the Village Hall, Attention: Human Resources Department, no later than Wednesday March 7, 2018.

1/31/18

VILLAGE OF MATTESON
POSITION DESCRIPTION

Class Title: Camp Counselor
Department: Recreational Services
Date: March 23, 2009

GENERAL PURPOSE

Responsible for supervision of a group of children, ages ranging from 3 to 5 years or 5 to 11 year, and conducting recreational activities and related work as required, for the summer camp program.

SUPERVISION RECEIVED

Works under the general supervision of the Camp Supervisor.

SUPERVISION EXERCISED

Supervises volunteers and campers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes, promotes, leads, teaches, and conducts activities with campers including art and crafts, sports, games, music, fieldtrips and special events.

Acts as an advisor, and manages a group of participants.

Cooperates and assists in conducting camp-wide special days and events.

Makes rules and regulations for safety and welfare of camp participants.

Inspects facilities, equipment and daily activities for health and safety; corrects or reports improper or hazardous situations.

Reports to camp supervisor on activities, participants, plans, programs, problems and needs; recommends action and carries out policies and objectives of the recreation department.

Other duties as assigned.

PERIHIPERAL DUTIES

Provides backup to related positions.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Possession of a High School Diploma or General Education Development test certificate is required (must provide proof at the time of application filing), and minimum of 18 years of age.
- (B) Some experience in working with children.
- (C) Some college with a recreation, physical education or related field focus is highly desirable.

Necessary Knowledge, Skills and Abilities

- (A) Knowledge of the philosophy and objectives of the camp program and its application to individual and group behavior.
- (B) Knowledge of the methods involved in planning, organizing and conducting the camp activities and in motivating participants.
- (C) Professional skills in the leadership of one or more types of camp activities.
- (D) Ability to work with children, staff, parents and volunteers. Ability to speak before a group and to communicate clearly and concisely.
- (E) Ability to inspire confidence and enthusiasm in participants and parents.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderately loud when in the field.

SELECTION GUIDELINES

Formal application, evaluation of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Note: The Minimum Qualification and Knowledge, Skills and Abilities are not intended to limit the ability of a Department to require additional Qualifications or Knowledge, Skills and Abilities as may be necessary for a particular appointment. Human Resources reserves the right to administer any type of selection test to further assess applicants qualifications to perform typically required duties for this position. Notice by mail of any examination will be made to applicants after the close of the application period.

Approval:

Gregory C. Betts
Director – Recreational Services

Date: May 1, 2009

Director – Human Resources

Date: _____

Brenda Mitchell
Village Administrator

Date: 5-1-09

Effective Date: March 23, 2009
Revisions: