



## **Municipal Center**

4900 Village Commons  
Matteson, IL 60443  
708-283-4900  
Fax: 708-748-5196  
[www.villageofmatteson.org](http://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 SUPERVISORS** - Seeking mature and enthusiastic summer Camp Supervisors to direct the operations of various 2018 summer camp programs. The Supervisors direct the total operation and programming of the Day Camp, Kiddie Kamp, or Before & After Camp. Supervisors assign, supervise and evaluate camp personnel as well as provide resources for the staff. Two years of college with emphasis in Recreation, Physical Education or related field and prior professional leadership skills in planning and organizing all aspects of a camp program are required; or an equivalent combination of education and experience. Minimum 21 years of age. Training: May 28<sup>th</sup> – June 2<sup>nd</sup> (2 week). Camp dates: Session I: June 11<sup>th</sup> through July 6<sup>th</sup> (4 weeks) and Session II: July 9<sup>th</sup> through Aug. 3<sup>rd</sup> (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: \$9.50 - \$10.50

**Application for Employment** forms, along with a summary of job openings, are available at [www.villageofmatteson.org](http://www.villageofmatteson.org) and at the Village Hall.

Applications should be filed at the Village Hall, Attention: Human Resources Department, no later than Friday, May 18, 2018.

5/4/18

VILLAGE OF MATTESON  
POSITION DESCRIPTION

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

**GENERAL PURPOSE**

Responsible for the operation and programming for various summer day camp programs for children age 3 to 5 years or 5 to 11 years.

**SUPERVISION RECEIVED**

Works under the general supervision of the Superintendent of Recreation or Recreation Supervisor.

**SUPERVISION EXERCISED**

Supervises the camp counselors, volunteers and campers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Directs the total operation of the Camp program at assigned location.

Plans and administers a diversified recreation program under the supervision of the Superintendent of Recreation or Recreation Supervisor.

Assigns, supervises and evaluated camp personnel.

Oversees maintenance of his/her camp site and other facilities.

Distributes equipment and supplies to counselors for camp activities.

Inspects facilities, equipment and daily activities for safety. Reports and directs the correction of unsafe physical or program conditions.

Studies and analyzes the camp program special events, activities, participation, attendance, leadership relationships with counselors, discipline, morale and related problems. Prepares recommendations and reports for short and long-term action to meet the needs revealed.

Directs major camp events and programs; demonstrates leadership techniques required for coordinated event and translates departmental policies into action through personal leadership and the work of the camp staff.

Maintain appropriate inventories of all camp program supplies; with a concluding report for the Superintendent of Recreation or Recreation Supervisor.

Oversees counselors on all fieldtrips with a final attendance count.

Other duties as assigned.

### **PERIPHERAL DUTIES**

Provides backup to related positions.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Two years of college with a focus in Recreation, Physical Education or related field.
- (B) Two (2) years of experience in working with children.
- (C) Professional leadership skills in planning and organizing all aspects of a camp program or an equivalent combination of experience.

### **Necessary Knowledge, Skills and Abilities**

- (A) Knowledge of the methods involved in organizing, conducting and supervising a comprehensive camp program including special events.
- (B) Ability to analyze deficiencies and arrive at favorable decisions on corrective measures and improvements.
- (C) Ability to write evaluations, reports and maintain effective records.
- (D) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

### **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 usually quiet in the office and 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:

  
Director of Recreational Services

Date: May 1, 2009

\_\_\_\_\_  
Director – Human Resources

Date: \_\_\_\_\_

  
Village Administrator

Date: 5-1-09

Effective Date: March 12, 2009

Revisions: