



JOB POSTING

March 3, 2026

The **City of Country Club Hills** is now accepting applications for the following **Seasonal Part-Time** position during the summer season:

Position: Summer Camp Supervisor

Duration: June 1 – Jul 31, 2026

Position Summary: Under limited supervision, responsible for the delivery of a safe, enjoyable and enriching summer camp for registered children. This person will be responsible for the day-to-day operations, supervision and safety and compliance of park rules and regulations for parents, campers, and staff. Maintaining and implementing programming for the camp working with the Director.

Essential Duties/Responsibilities:

- Meet with Summer Camp Director daily and Parks & Recreation Director on a weekly basis to update all aspects of the camp (staffing, behavioral issues, programming, activities schedule, lunch/snack supplies, etc)
- Follow and support all camp policies and procedures
- Ensure that safe practices are upheld and always maintained, especially during ALL OFF-SITE FIELD TRIPS AND ACTIVITIES this includes but not limited to:
 - A. Making sure camp is compliant with counselor to camper ratios (1:10)
 - B. Making sure you as well as each counselor are aware of what the headcount for campers is at all times for each group as well as overall.
 - C. Making sure that campers are supervised sufficiently especially during high-risk activities such as field trips, bus rides, restroom breaks and lunch time.
- Make sure that all visiting instructors and/or programs are on schedule and have sufficient supplies available to facilitate planned activities.
- Ensure Camp Counselors are rotating groups on schedule as assigned.
- Assist Camp Counselors with report writing and the gathering of information/facts during camp incidents.
- Uphold summer campers' behavior guidelines and expectations as well as keeping both Summer Camp Director and Parks and Recs. Director aware of campers in violation of policies and summer camp rules.
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- Provide support to all participants and staff. Act as a parent/guardian liaison
- Provide support and guidance to Camp Counselors and provide emergency and/or First Aid assistance when required
- Ensure program plans and schedules are implemented efficiently and effectively
- Prepare and submit mandated camp reports and daily logs

- Responsible for the overall physical and emotional safety of all participants of the summer camp program
- Contribute in creating a fun and valuable experience for all campers and staff.
- Performs other duties as assigned

Required Skills/Abilities:

- Enthusiastic and positive attitude
- Strong planning and organizational skills
- Good verbal and written communication skills
- Ability to lead physical, recreational and leisure activities
- Ability to learn and enforce the camps safety and operating rules
- Ability to exercise sound judgment
- Must attend staff meetings, training sessions and orientation during the summer season

Required Minimum Qualifications/Education/ Experience:

- Currently enrolled in or graduated from a University majoring in Parks & Rec, Youth Development or equivalent experience
- Experience working with children in a summer camp or after-school program
- CPR certified
- Must successfully pass drug and background check in accordance with company policy

Physical Requirements:

- To successfully perform the essential functions of the job, the employee must be able to participate in games, sports and physical activities
- Must be able to maintain attention and high level of energy or excitement for extended periods of time
- Must be able to spend majority of time outdoors and tolerate a variety of weather conditions

Work Environment:

- While performing the duties of this job, the employee will be exposed to various weather conditions associated with working outdoors, i.e., rain, cold, heat and wind. The noise level is moderate to high
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job

Salary Range: \$19/hour 28 hours per week

Benefits Offered: seasonal part-time roles are not eligible for benefits.

APPLICATION DEADLINE IS APRIL 3, 2026

If you are interested, submit a completed application summerjobs@countryclubhills.org

EOE M/F/D/V/SO