



SANDWICH
PARK DISTRICT

1001 N. Latham Street · Sandwich, Illinois 60548 · 815-786-8044

Job Posting

Seasonal

Summer Camp Assistant

This position is contingent on the COVID-19 update and participant registration

The Sandwich Park District is taking applications for a 25 hour per week, seasonal Recreation Position. Under the direction of the Summer Camp Lead Counselor and Recreation Manager, this individual will assist in providing guidance and instruction to day camp participants through a variety of games, crafts, sports, and outdoor activities/programs.

Job duties include but are not limited to, assist in organizing, supervising, and conducting the districts day camp programs and activities as assigned. Plan and implement weekly schedules. Maintain and keep accurate program records including incident reports, attendance records/rosters, and other documentation required by the District. Ensures the program site is kept clean, organized, and free of litter. Communicates to the Summer Camp Lead Counselor any issues in the program, including schedule changes, program supplies/equipment needs, participant behavior issues, or other concerns and feedback.

While performing the duties of this job, the employee will be required to frequently walk, perform overhead work, bend stoop, and kneel. The employee must be able to lift, and carry up to 60 lbs. The employee will occasionally drive and use recreational equipment and vehicles. This position is required to work both inside and outside depending on the assignment. Employees in this position may be exposed to inclement weather, heat, cold, rain, snow, etc.

Starting wage is \$9.00-\$12.00 per hour; must be able to work 8am-1pm Monday through Friday. Camps are scheduled to start July 6th and will conclude July 31st. Applicant will be expected to start the Friday before camp starts. Applicant must be 16 yrs. or older, and hold a valid driver's licenses, applicant must pass a standard background check. Applicant must be currently certified in CPR, AED and First Aid from an accredited organization or obtain certification within a reasonable amount of time.

An application is available on our website at sandwichparkdistrict.org. You can drop off your application at the David A. Francis Center Drop Box. If you have any questions please call us at (815)786-8044 Monday-Friday 9am-3pm

6.12.20 Position posted until filled

SANDWICH PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER