



**SANDWICH  
PARK DISTRICT**

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

## **Job Posting**

Seasonal

### Summer Camp Assistant

**\*This position is contingent on participant registration\***

The Sandwich Park District is taking applications for one (1), 20 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 \$14.00 per hour. This position must be able to work 12:30pm-4:30pm Monday-Friday. Camps are scheduled to start June 10<sup>th</sup> and will conclude July 19<sup>th</sup>. Applicants will be expected to start the Friday before camp starts for orientation. Applicants must be 16 yrs. or older, and hold a valid driver's licenses, applicant must pass a standard background check. Applicants 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](http://sandwichparkdistrict.org). You can drop off your application at the David A. Francis Center. If you have any questions please call us at (815)786-8044 Monday-Friday 9am-5pm

4.3.24 Position posted until filled

**SANDWICH PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**