



VILLAGE OF ISLAND LAKE

Island Lake, IL 60042
847.526.8764

Club-Camp Coordinator – Job Description

Revised: January 30, 2024

POSITION SUMMARY:

The Club-Camp Coordinator is a part-time position with hours from 8am to 12:30pm Monday through Friday during Club and 6:30am to 5:00pm Monday through Friday during Camp. The Club-Camp Coordinator is responsible for managing the Club (Before and After School Program) and Summer Camp programs.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor. Employee is expected to use independent judgement to plan, organize, implement, and review duties with minimal supervision according to established procedures.

DUTIES AND RESPONSIBILITIES:

- Planning, organizing and general putting together of seasonal brochures for all programs, including flyers, advertising and public relations material.
- Recommend candidates for hiring, supervise, train, and evaluate staff and/or contractors.
- Attend committee and Village Board meeting, as required.
- Prepare and monitor the club and camp budgets.
- Supervise and evaluate all club and camp programs, recommending personnel actions such as salaries and promotions.
- Promote a safe, home-like environment for the children in the Club program by providing planned activities both structured and non-structured.
- Provide information to parents, i.e. newsletter, field trip information, and payment envelopes.
- Communicate with parents regarding any problems or positive achievements with their child.
- Meet at least monthly with staff members to discuss the programs.
- Prepare bid specifications for required bid work, i.e. brochures, gym floor, etc.
- Process registrations and deposits of all monies and prepare class lists.
- Send out registration confirmations.
- Schedule activities for club and camp.
- Prepare statements for programs that have money balances, and collection of past due balances.
- Train club, and camp personnel in assertive discipline and communication skills.

- Purchase of supplies and equipment for club and camp programs.
- Review and approve all vendor invoices\receipts for club, and camp, and assign a general ledger account code to each invoice\receipt before turning them over to accounts payable.
- Delegate jobs to team members
- Other duties as assigned, including light clerical

JOB REQUIREMENTS:

- Ability to interact with elected officials, staff, and visitors in a professional manner
- Follow established guidelines
- Demonstrated ability to work independently with minimal supervision while making independent decisions
- Communicate effectively in written and oral form

WORKING CONDITIONS:

The majority of the time will be spent inside, but outside hours will be required when the children have outside activities. Hours may vary based upon meeting\activity length.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, read, communicate, reach and manipulate objects or tools. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials up to 5 pounds on a regular basis and objects which may weigh up to 40 pounds. Manual dexterity and coordination are required while operating and handling equipment, motorized vehicles and computers.

SKILLS REQUIRED/DESIRABLE KNOWLEDGE:

- Able to function effectively in a solitary situation
- Experience working with DCFS on compliance issues and certification
- Strong written and oral communication capabilities
- Proficiency in the operation of standard office equipment, including word processing, typing, and computer skills
- The ability to deal tactfully and courteously with the public

NECESSARY REQUIREMENTS:

- Basic computer knowledge
- Communication skills
- Detail oriented
- Ability to work independently
- Dependable and punctual