



VILLAGE OF ISLAND LAKE

Island Lake, IL 60042
847.526.8764

Club Counselor

Revised: December 8, 2022

POSITION SUMMARY: Club Counselors provide activities both structured & non- structured for the program. Position hours are Monday-Thursday, 6:30am-9am; Friday, 6:30am-9:30am; and Monday-Friday, 3:30pm-6pm. This is a part-time position reporting to the Club\Camp Coordinator.

JOB REQUIREMENTS/RESPONSIBILITIES:

- Provide a safe environment for children at all times
- Help with homework during quiet time
- Encourage and help the children to participate in activities
- Observe for unusual behavior
- Provide appropriate corrective action as needed
- Keep the club and toy area neat and clean
- Serve snacks and drinks
- Assist with activity planning
- Respectfully communicate with the children, parents, and the other club team members
- Participate in field trips
- Follow and enforce established guidelines & school rules
- Maintain a professional and polite manner at all times
- Must be dependable, punctual and work flexible hours
- Other duties may be assigned as needed

ABOUT YOU:

- Good active listener
- Must be patient and empathetic
- Ability to lead by example/be a role model
- Strong written and verbal communication
- Must be creative, flexible
- Child care experience
- Effective verbal and written communication skills
- Maintain a professional and polite manner at all times
- Ability to work on a team and independently

POSITION AND PHYSICAL DEMANDS:

Activities will be indoors and outdoors. While performing the duties of this position, employees are frequently required to sit, stand, read, communicate, reach and manipulate objects or tools. Duties involve moving materials on a regular basis that range from 5 pounds, up to 40 pounds. All counselors are required to successfully pass a background check prior to employment.