



## **Summer Camp Assistant Job Description**

**Reports To:** Education Programs Manager  
**Pay Rate:** \$15-\$16 hr commensurate with experience  
**FLSA Status:** Seasonal/Non-exempt (Hourly)  
**Location:** Severson Dells Nature Center (8786 Montague Road, Rockford, 61102)

**WHO WE ARE.** Severson Dells Nature Center links people to nature through education and research. We promote awareness of the natural world, fostering respect, enjoyment and preservation now and in the future. The Severson Dells Nature Center is housed in a converted Deer Lodge situated on a 369-acre county forest preserve. There are four miles of trails through diverse ecosystems including prairie, savanna, oak woodland, creek and pond. We have recently acquired an old golf course that we will be restoring to native habitat and building a new nature center. We aspire to be the local leader in nature education and create meaningful experiences with and for all ages. We seek to create a diverse, inclusive culture focused on growth and outcomes to serve our community.

**YOUR ROLE.** The Summer Camp Assistant works with the Education staff on planning, teaching, coordinating, and carrying out activities and guiding campers in daily activities and explorations for day camp. You are the spirit of the summer camp experience! Your fellow Summer Camp staff will rely on you, children will look up to you and parents will trust you. Your fresh energy, ideas, consistent supervision, patience and commitment to the camp community will make this summer one of our best.

**WHY YOU'LL LOVE IT.** Working at Severson Dells Nature Center is an opportunity to be a part of an innovative, agile and forward thinking team that thrives on collaboration, both internally and externally. The staff are a passionate, knowledgeable group that are dedicated to the mission Severson Dells. Severson Dells is a storied organization with deep roots in the northern Illinois community, serving residents for almost 50 years.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides a safe and healthy environment, both physically and mentally, to ensure the successful operation of a fun, quality camp experience.
- Ensures children are aware of rules, and acting in a safe manner.
- Assists in the planning and implementation of the daily activities that fit the theme of the camp, the children's needs, and interests.
- Makes sure proper procedures are followed for sign-in/out of children on a daily basis.
- Understands the needs of all the children and treats each child with respect and dignity.
- Establishes a relationship with each child.
- Assumes equal share of the regular housekeeping chores such as cleaning, preparing for daily activities and cleaning up after projects.
- Works toward positive parent/staff relations.
- Reports all accidents to the Supervisor, and accurately completes proper health log and/or accident/incident form. Completes paperwork clearly and concisely.

- Reports all suspicions of child abuse to proper authorities.
- Adheres to all risk management, emergency, and safety safety programs and procedures.
- Completes all other duties as requested.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE NEEDED FOR THE ROLE**

- Must possess current CPR and First Aid licensing or be able to obtain before the beginning of camp. If you are not currently certified, Severson Dells will pay for your certification.
- Must have excellent leadership skills.
- Experience with outdoor activities including hiking and paddling. *Activity specific training will be provided.*
- Excellent communication and interpersonal skills.
- Desire and ability to work with children of all ages.
- Demonstrate responsibility, dependability and timeliness.
- Must exhibit patience and understanding.
- Receives and follows detailed instructions.
- Must be alert at all times, keeping safety in mind.
- Must be capable of working under pressure in a somewhat disruptive environment.
- Must have the ability to work up to 40 hours weekly.

#### **EDUCATION and/or EXPERIENCE**

Must be at least 16 years old. A High School diploma or general education degree (GED) is preferred. Must have some child care experience.

#### **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to sit, stand, or maintain physical activity for extended periods. The ability to use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear is required. The employee may frequently lift and/or move up to 40 pounds. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.

**WORK ENVIRONMENT** The employee is regularly exposed to outside weather conditions. The employee is regularly exposed to plant materials and water, as we will be wading in the creek. The noise level in the work environment is usually moderate.

#### **TO APPLY**

To apply, please send your resume and two references to [andrea@seversondells.org](mailto:andrea@seversondells.org) with the subject Summer Camp Staff.