

ACTON RECREATION DEPARTMENT

EMPLOYEE JOB DESCRIPTION

Position: **ON-SITE DIRECTOR** ~ NARA SUMMER PARK PROGRAM

Responsible to: Recreation Director and in the absence of Recreation Director, reports to the Natural Resource Director

Minimum Qualifications:

- Bachelor's degree in Recreation or Elementary Education is preferred, or pursuing a degree in those fields.
- Minimum of two years experience in supervisory summer program role.
- Administrative skills required; MS Office software, planning, communication, decision making, and problem-solving.
- Experience with developmentally appropriate curriculum for children grades K - 8 -- arts, crafts, science, outdoor recreational activities, sports, dramatic play, activities with emphasis on social and emotional growth.
- Good organizational and problem solving skills.
- Excellent communication skills with staff, parents and children.
- Must exhibit a very high degree of independence, good judgment, initiative and imagination.
- Ability to react to emergencies in a calm and directive manner.
- Ability to maintain confidentiality.

Responsibilities:

Pre-Season:

- With Recreation Director, makes recommendations for returning applicants and new applicants.
- Assists in developing overall summer program.
- Creates daily program schedule.
- With Recreation Department, secures locations for weekly field trips.
- Develops staff manual and information packet for parents and weekly newsletters.
- Sets up and leads pre-season training and meetings.
- Monitors equipment needs and requests supplies in a timely manner as needed for the entire program.

Summer Season

- Supervises and supports seasonal staff: Waterfront Director, Art/Crafts Director, Sports Director, Senior Program Assistants, WorkReation (CIT) Director, Drama Director and all Program Assistants.
- Oversees daily operations of the program.
- Promotes emergency and safety procedures for summer park program.
- Completes staff evaluations mid-season and end-season. Meets with staff for on-going evaluation.
- Maintains all program records including: daily attendance, incident/accident reports, communications with parents, daily sign out sheets, participant t-shirt distribution, etc.
- Prepares weekly staff payroll summaries for Recreation Department.
- Attends weekly meetings with Recreation Director.
- Sets up and runs weekly staff meetings.
- Organizes weekly field trips in planning and implementing the All Camps and weekly special events.
- Keeps program message on phone updated. Listens to voice messages and responds accordingly to parents or refers calls to Director if needed.
- Oversees town-owned equipment is properly maintained and accounted for.
- Reports concerns, needs, or other issues to Director daily.
- Other duties assigned by the Recreation Director and/or Natural Resource Director

Compensation Range: \$15 per hour

Must commit to working the full 9 week program; vacation, Sick days and personal days are not in effect during the summer program, except in an emergency.

Certified in First Aid, and Adult and Child CPR. If not certified, a class will be provided; if certified, must have a copy of current certifications.