

## **RECREATION COUNSELOR SUMMER REC YOUTH PROGRAM**

### **Position Purpose:**

The purpose of this position is to act as a group leader responsible for school-age children participating in the summer program, ensuring safety of all involved; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs a variety of duties, which require the exercise of independent judgment and initiative.

*Supervision Received:* Works under the direction of the Program Supervisor – Summer Recreation and/or Assistant Program Supervisor – Summer Recreation.

*Supervision Given:* Supervises children in the program. Provides some supervision and/or gives direction to volunteer counselors-in-training.

### **Job Environment:**

Work is performed indoors and outdoors with exposure to variable weather conditions. Majority of work is performed in a moderately noisy environment.

Occasionally operates telephone, computer, printer, and standard office machines as needed.

Interacts with general public, employees, parents, children, staff and instructors. Communication is generally in person and by telephone and involves an information exchange dialogue.

Errors could result in confusion, delay, and adverse public relations; errors could result in legal ramifications; errors could result in injury to program participants.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Supervises children in a wide variety of situations – on-site at two locations, off-site, restrooms, outdoors, indoors and on buses.

Plans and executes daily activities for children enrolled in summer program and/or other children's programs.

Supervises meals and assists Food Program Site Manager with distributing food.

Supervises and directs counselors-in-training; provides information and education to counselors-in-training.

Assist with maintaining records, collecting forms.

Administers first aid when needed.

Plans and executes theme days.

Reports individual child issues to parents and/or supervisors

Opens and closes day which may involve setting up a room with necessary supplies, pack for field trips, creates daily activity plans, cleaning, organizing, signing in and locking up facility.

Performs similar or related work as required, directed or as situation dictates.

Education, Training and Experience:

High School Graduation; plus six to nine months experience with school-age children in a child-care program; or any equivalent combination of education, training and experience.

Special Requirements:

CPR, AED and First Aid Certification.

CORI, SORI checks

Minimum age of 18.

Knowledge, Ability and Skill:

*Knowledge:* Basic knowledge of office equipment and computer applications. Knowledge of child development.

*Ability:* Ability to organize time, work independently and accomplish tasks despite frequent interruptions. Ability to communicate effectively both verbally and in writing. Ability to work in a fast-paced environment. Ability to participate in all activities required.

*Skill:* Basic skill in utilizing personal computers. Skill with child care.

Physical Requirements:

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* Occasionally required to move up to 30 lbs. Frequently required to access equipment at floor level or on high shelves. Frequently required to move across grounds to access areas of the facility used by the program. Regularly required to attend field trips at various locations with various terrain. Frequently required to participate in activities with children. Communicates in-person frequently and in writing occasionally. Required to operate all program equipment, including any new equipment assigned. Required to monitor children and detect safety concerns on and off-site. Must

be able to perform CPR and basic first aid. Frequently required to communicate effectively with members of the public and Town staff and communicate over a radio system. Occasionally works in outdoor weather conditions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*