

RECREATION SEASONAL WORKER:

May serve in any of the following seasonal worker capacities with specific activity tasks assigned: Summer Recreation Assistant Director, Lead Arts and Crafts Summer Recreation Counselor, Lead Sports Summer Recreation Counselor, or Summer Recreational Counselor.

SUMMER REC COUNSELOR

Position Purpose:

The purpose of this position is to perform seasonal recreation work in assisting with programs for comprehensive indoor and outdoor community recreational; all other related work as required.

Supervision:

Works under the supervision of the Recreation Director, Assistant Director and/or Jr Ops Assistant. Performs functions requiring some judgment in achieving operational objectives.

Job Environment:

Duties are performed primarily indoors, with some work outside. Exposure to heat, humidity during summer months; cold, wet during winter months. Flexibility required to work unfilled shifts, as needed.

Makes frequent contact with the general public.

Errors could result in inefficient operations, damage to equipment, injury to self and the public, monetary loss and adverse public relations.

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.)

Participates in instruction of recreation classes and programs. Assists with developing programming as needed and creating schedules. Coordinates group activities for all ages.

Assists with setting out all related operational equipment and properly securing Town facility at end of day; helps clean and maintain buildings and grounds daily, gathering and removing trash, cleaning tables and areas, as may be required following program.

Responsible for verifying attendance of walk-ins, issuing guest passes, collect appropriate fees.

Ensures safety procedures are followed. -Insures the safety of the program attendees, reporting any accidents, injuries or incidents immediately to the Assistant or Recreation Director.

-Complies/adheres to all Recreation Commission policies and procedures as outlined in the Recreation Commissions manual. The Recreation Director must authorize any deviation from policy or procedure.

Performs all other related work as required or directed.

Recommended Minimum Qualifications:

Education and Experience:

Completed freshman year of high school- with a valid work permit, and one year of experience relating to youth engagement; some experience working with the general public preferred; or any equivalent combination of education and experience.

Special Requirements:

CORI check and review required

CPR and First Aid

Knowledge, Ability and Skill:

Knowledge. General knowledge of recreation programs and activities.

Ability. Ability to communicate tactfully, courteously, and effectively. Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill. Skills in interacting positively with the general public; skills in dispute management.

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.

Regular constant physical effort is generally required in performing functions indoors and outdoors at recreation classes, programs and day camps. Regularly lifts and/or moves objects weighing up to 50 pounds such as tools/equipment, supplies, and recreation materials.

*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.

* Applicants selected for employment with Summer Rec may receive preferential consideration for employment with Reckids