

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET  
HAMILTON, MA 01982

DIRECTOR  
SEAN TIMMONS

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### **Job Announcement/Description**

#### **Patton Park Summer Program Director**

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of Patton Park Program Director for the summer of 2019. The program will run from June 24<sup>th</sup> until August 16<sup>th</sup>. Pre and post season responsibilities are included

#### **General Function**

Under the supervision of the Recreation Director, the Program Director is responsible for the daily operation and general programming of the Patton Park Summer Program.

#### **Supervision Provided**

The Program Director is responsible for the overall supervision of all staff, children, and Counselors in Training.

#### **Example of Duties**

- In cooperation with the Recreation Director and the Pool Director the Program Director is responsible for the:
  - Daily programming and scheduling of activities
  - Fieldtrips/Transportation
  - Special Events
  - Pool Activities (in conjunction with the Pool director)
  - Maintaining general records and reports
- Plans, administers, or delegates all duties to staff
- In conjunction with the Recreation Director, the Program Director will plan and oversee an appropriate orientation program for the staff.
- Assigns, supervises, and evaluates all park staff. Makes a written report to the Recreation Director.
- Responsible for conducting weekly staff meetings
- Must be able to deal with disciplinary issues amongst parksters and staff properly, and keep proper records of each incident.
- Acts as a liaison between counselors and parents. Notifies Recreation Director of any dialogue between self, counselors or parents.
- Must be able to perform the duties of the Health Supervisor.
- Performs additional duties as assigned by the Recreation Director.

**QUALIFICATIONS:**

- Bachelors Degree in a related field or equivalent experience
- Ability to plan, organize, implement, and delegate the necessary responsibilities surrounding any activity or event.
- Ability to motivate both children and young adults.
- Ability to speak clearly and concisely before groups.
- Ability to communicate effectively with parksters and parents.
- Ability to keep concise records and make written reports.
- Must be or willing to be certified in First Aid and CPR.

**SALARY**

Up to \$21/hr based on qualifications and experience

Position is open until filled

\*\*\* Please send Cover Letter and Resume to:

Sean Timmons  
Recreation Director  
Hamilton Wenham Recreation Department  
16 Union St, Hamilton MA 01982

Or send by email to:

stimmons@hamiltonma.gov