



16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/Description

Patton Park Summer Assistant Program Director

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of Patton Park Program Assistant Director for the summer of 2020. The program will run from June 29th until August 21st. Pre-season and some post-season responsibilities are required.

General Function

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

Supervision Provided

In working with the Director the Assistant 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, Summer Program Director and the Pool Director the Assistant 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

In Conjunction with the Summer Park Program Director the Assistant Director is responsible for the following:

- Plans, administers, or delegates all duties to staff
- Plan and oversee an appropriate orientation program for the staff.
- Assist the Director in any and all marketing related duties associated with the Summer Program.
- Assists the Director in the production of weekly newsletters, permission slips and information packets for the program.
- Helps Assign, 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.
- Assumes the role of Summer Park Director, when the Director is absent.

QUALIFICATIONS:

- Bachelor's 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

\$18+/hr based on 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