

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET  
HAMILTON, MA 01982

DIRECTOR  
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## **Job Announcement/Description**

### **Counselor**

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of counselor(s) for the 2020 Patton Park Summer Park Program (Ages 4-12). The program will run from June 29<sup>th</sup> until August 21st. Pre-season responsibilities are required.

Specialty employment positions (Arts and Crafts & Tennis) are available as well.

Regular program hours are 8:20am – 1:30pm. However, opportunities to work outside of these hours are available with our before and after care programs.

### **General Function**

Under the supervision of the Patton Park Summer Park Director, counselors are responsible for the day to day supervision of the Patton Park Summer Park Program Participants

### **Responsibilities and Duties**

In Conjunction with the Summer Park Program Director, the Summer Park Assistant Director, and the Summer Park Sports Director Counselors are responsible for the following:

- Supervises and leads participants in daily activities
- Assists with the planning and implementation of daily activities
- Keeps daily attendance records of participants
- Attends all staff meetings and training sessions
- Ensures that participants are safe at all times
- Maintains active participation during activities at all times
- Sets a good example for all participants by maintaining a positive attitude
- Communicates effectively with parents/guardians during sign in/sign out time
- Assists pool staff and lifeguards during daily swim period
- Supervise Field Trips as needed

### **QUALIFICATIONS:**

- Must be at least 16 years of age or entering 11<sup>th</sup> grade in the Fall of 2020
- Prior experience working with youth is a plus
- Reliability, punctuality, and availability throughout the summer.
- Ability to speak clearly and concisely before groups.
- Posses unique skills/talents that will provide excitement to the program.

**SALARY**

\$12.75 - \$13.75 per hour based on experience

Please complete [New Hire Form](#) and attach Cover Letter and/or Resume if applicable.

Applications accepted until March 6<sup>th</sup>, 2020.

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Or send by email to:

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