

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/Description

Patton Park Summer Program Co-Director

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of Patton Park Co-Program Director for the summer of 2021. The program will run from June 21st until August 13th. Pre and post season responsibilities are included.

During camp operation job typically consists of 30-40 hours per week (8am or earlier start time required)

General Function

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

Supervision Provided

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

Example of Duties

- In cooperation with the Recreation Director, Co-Director and the Pool Director the Co-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 and Co-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.
- 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