

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/Description

Lead Counselor

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of lead counselor(s) for the 2024 Patton Park Summer Park Program (Ages 4-12). The program will run from June 24th until August 16th. Pre-season responsibilities are required.

Specialty employment positions are available as well.

Regular program hours are 8:20 am – 1:40 pm. However, lead counselors will be expected to occasionally work outside of these hours at for our Morning Care (8:00am – 8:45am) and After Care (1:30pm – 3:30pm) programs.

General Function

Under the supervision of the Patton Park Summer Camp Director, Duties include supervision of children in a seasonal Camp program for children between the ages of 4 to 14. Lead Counselors must have the ability to work harmoniously with the participants and the general public. In addition, he/she is responsible for ensuring a fun and safe environment for all participants. Lead Counselors must be at least 18 years of age and have several years of experience working with children, especially school-aged ones. Working knowledge of camp programs and children's play habits. Must have at least two years of experience working in a camp atmosphere as a leader.

Responsibilities and Duties

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

- Supervises and lead participants in daily activities
- Ensures medication(s) are logged in/out each day with the office
- Assists with the planning and implementation of daily activities
- Keeps daily attendance records of participants
- Maintains constant communication with the Patton Park Leadership team
- Attends all staff meetings and training sessions
- Helps counselors deescalate behavioral issues, with assistance from Leadership Team
- Ensures that participants are safe at all times
- Documents all incidents in a proper and timely manner
- 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 18 years of age
- Two years experience working in a summer camp setting
- Working knowledge of camp programs and children's play habits.
- Reliability, punctuality, and availability throughout the summer.
- Ability to speak clearly and concisely before groups.
- Possess unique skills/talents that will provide excitement to the program.

SALARY

\$16.50 - \$17.00/hr

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

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

Or send by email to:

stimmons@hamiltonma.gov