



## Clinton Parks & Recreation Department Summer Playground Director (Two Positions)

Responsible for the day-to-day operations of the summer playground program, parent drop off and pick up, field trips and assignments of camp staff, and overall operations of the program ensuring a fun and safe environment.

**Hours:** Monday- Friday (not to exceed 40 hours) 7:00 am-3:00 pm or 8-4 pm, schedules to be discussed.

**Dates of Program:** June 12- August 23 *(Includes some hours for pre-season planning and training)*

**Reports** to the Director of Parks and Recreation

**Starting Pay:** \$21.00-\$22.00 Depending on qualifications and experience

### **Essential Job Duties**

- Meets with the director to review the weekly schedule of activities and staff.
- Staff assignments for activities.
- Meeting with special guests/talent to review the activities or performances.
- Being responsible for the safety of the children in the program.
- Ensure a safe environment during all activities.
- Setup and breakdown of activities and supplies
- Being a positive role model for the participants and staff in the program
- Able to communicate with staff, children, and parents.
- Handle conflicts among children and staff.
- Work with external partners such as DCR, Custodians, and other town staff.
- Oversee the supervision of off-site field trips, tickets, and assignment of staff.
- Responsible for overall Attendance of campers and staff.
- Schedule of activities for the week
- Handle emergencies in a calm manner.
- Knowledgeable about individual camper needs including allergies and special diets.

### **Qualification**

- Two or more years of experience working with school-age children in a camp or similar setting is required
- Aged 21 or older.
- CPR/First Aid certificate or the ability to become trained (training provided)
- Supervisory experience in a camp setting
- Good oral and written communication skills
- CPR/First Aid certificate or the ability to become trained (training provided)

### **Abilities**

Employees are required to walk, stand, sit, speak, hear, and use their hands to operate various sports equipment and/or craft supplies. Work is performed on athletics fields, pools, schools, playgrounds, gym floors, beaches, etc. Candidates must be able to work inside and outside with exposure to various weather conditions. Ability to read rosters, schedules, and directions. Leadership abilities.

*Clinton is an Equal Opportunity Employer.*