

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY**

JOB TITLE: SUMMER RECREATION PROGRAM LEAD COUNSELOR

Position Purpose:

Provides direct support to the Director and Assistant Director of the Summer Recreational Program and assists with the activities and operation of a day summer program for children in grades 1 - 7.

Supervision:

Supervision Received: Works under the direct supervision of the Summer Recreation Director and Assistant Director.

Supervision Given: Provides oversight for the Counselors in Training and assists seasonal summer program personnel with the daily operations and implementation of the program

Job Environment:

Work is performed under typical outdoor recreation program setting conditions, with frequent interruptions; with a moderate noise level. Ability to work outdoors in summer weather conditions required.

Employee has access to confidential information such as certain health/medical information. Must, at all times, maintain total confidentiality due to access of confidential information, including staff, participants' health/medical records, etc.

Errors could result in delay and confusion, result in the improper disclosure of confidential information, have legal and/or financial repercussions, and cause adverse public relations to the department and town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Qualifications

- Must be 18 years of age or older and have experience working with children, preferably in a summer program setting.
- Experience implementing activities for school age children of various ages and skill levels.
- Ability to establish an effective working relationship with parents, employees, and the public.
- Serves as a role model for seasonal summer program personnel and participants by modeling positive attitude and behaviors.

- Participates in pre-program trainings.
- Ability to maintain constant supervision of program participants and ensure fellow counselors are fulfilling duties; provides assistance when needed.
- Assists with the opening and closing of the program as assigned by the Director or Assistant Director.
- Provides oversight of the Counselors in Training.
- Ability to understand, follow, and share program rules, policies, and traditions.
- Assists with the organization of daily schedules, records, and reports as requested.
- Enforces all regulations pertaining to the health and safety of participants; identifies and responds to hazards within the environment if present.
- Completes weekly check ins regarding expectations, roles, and responsibilities.
- Reports incidents and/or safety concerns immediately to the direct supervisor
- Ability to remain calm and assist in emergency situations.
- Administer first aid as required.
- Other related duties as assigned.

Recommended Minimum Qualifications:

Education, Training and Experience:

Qualified applicants must be 18 years of age and have experience working with children, preferably, but not limited to, a summer program setting.

Special Requirements:

First Aid/ CPR certified

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Knowledge, Ability and Skill:

Knowledge: Through understanding of summer program practices and procedures; safety, CPR & First Aid training and certifications. Knowledge of engaging and age-appropriate activities (educational, physical, etc.).

Ability: Ability to establish and maintain effective working relationships with all employees under supervision, parents of participants and the general public. Ability to communicate in a courteous and professional manner to resolve conflicts, concerns and issues. Ability to work independently, in a fast-paced environment; demonstrate sound judgment, initiative and decision-making skills. Ability to plan and prioritize work and perform multiple tasks.

Skill: Excellent verbal communications and interpersonal problem-solving skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Tasks require the ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials (up to 30 pounds). Requires the ability to operate, maneuver and/or control the actions of equipment, tools, and/or materials used in performing essential functions. Regularly required to walk, stand, sit, grasp, stoop, crouch, and reach. Must be able to clearly communicate both written and verbally.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.)