

HOLLISTON PARK DEPARTMENT JOB DESCRIPTION

POSITION: PROGRAM SUPERVISOR for overseeing the bus transportation of kids from school to after school programs and assisting with programs.

Seasonal
Eight weeks in the fall/winter/spring seasons

EXPERIENCE/QUALIFICATIONS:

- At least 21 years of age.
- Demonstrate leadership ability.
- Demonstrate ability to work with public in professional manner.
- Demonstrate ability to work well with kids.

CERTIFICATIONS: CPR/AED

PRIMARY RESPONSIBILITIES:

- Supervision of kids at weekly trips to after school programs.
- Maintain appropriate inventory of equipment and supplies.
- Maintain open communication with Recreation Director & Assistant Director.
- Notify Recreation Director immediately in event of emergency.
- Maintain professional appearance.
- Ensure all participants have been retrieved by appropriate care giver.
- Pre and post program setup, cleanup, and equipment storage.
- Perform other duties as directed by Recreation Director & Assistant Director.

SALARY: \$12.00-\$15.00 per hour depending on experience

REPORTS TO: Director & Assistant Director