HOLLISTON PARK DEPARTMENT
JOB DESCRIPTION

POSITION: **PROGRAM SUPERVISOR for Outdoors at Goodwill and Junior/Senior Patoma**
Seasonal ï 30-38 hours per week
June 27- August 19

EXPERIENCE/QUALIFICATIONS:
- At least 21 years of age.
- Demonstrate leadership ability.
- Demonstrate administrative ability.
- Demonstrate ability to deal with public in professional manner.
- Ability to develop new programs.

CERTIFICATIONS: First aid and CPR

PRIMARY RESPONSIBILITIES:
- Develop and implement summer programs for kids 4-12 year olds.
- Daily supervision of staff and participation to ensure efficient and safe programming.
- Prepare mid and post season staff evaluations and end of season report.
- Maintain written records.
- Supervision of group at weekly trips.
- Record weekly time sheets for staff.
- Oversee facility maintenance.
- Maintain appropriate inventory of equipment and supplies.
- Maintain open communication with Recreation Director.
- Attend all staff meetings. Conduct in-service training programs.
- Notify Recreation Director immediately in event of emergency.
- Maintain professional appearance.
- Represent Park Department through appropriate conduct during off hours.
- Ensure all participants have been retrieved by appropriate care giver.
- Perform other duties as directed by Recreation Director.

SECONDARY RESPONSIBILITIES:
Assist Recreation Director with the following:
- Development of pre-season training programs.
- Recruitment of special event and scheduling of field trips.
- Pre and post program setup, cleanup, and equipment storage.
- Purchase of seasonal equipment and supplies.
- Development of program policy.

SALARY: $13.00-$16.00 per hour depending on experience

REPORTS TO: Director & Assistant Director