

**TOWN OF BERLIN
PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION - SUMMER**

POSITION: Summer Fun Site Assistant Director

Supervisors: Summer Fun Site Director
Superintendent of Recreation

POSITION OBJECTIVES AND PROGRAM RESPONSIBILITIES:

1. Assist in providing an interesting, creative, constructive, fun and safe environment.
2. Assist in assigning work schedules, supervising and evaluating staff.
3. Work with the Site Director to plan, initiate and supervise weekly, daily and hourly activities, special events, and staff.
4. Establish a positive relationship with staff, program participants, junior counselors and parents.
5. Responsible for the safety of participants and staff at all times.
6. Work closely and cooperatively with the program staff, Site Director and Superintendent of Recreation.

DUTIES:

1. Assist in planning and participating in activities at the program site.
2. In the absence of the Site Director, hold weekly staff meetings, as needed.
3. Assist in supervision of daily check in and check out of program participants.
4. On trips, responsible for program participants, including junior counselors, and staff.
5. In absence of the Site Director, takes daily attendance, submits reports, monitors release agreements, notify Superintendent of Recreation of any vandalism, emergencies, and complaints or if anything is broken or missing e.g., cell phones, equipment, etc.
6. Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to Site Director and/or Superintendent of Recreation.
7. Insure area is cleaned daily, equipment and facility is well maintained.
8. Make sure equipment and supplies are secured in locked areas.
9. Notify Site Director/Superintendent of Recreation of any supplies needed.
10. In absence of the Site Director, perform necessary duties, as needed.
11. Other duties as assigned.

QUALIFICATIONS:

1. Minimum of a Bachelor's Degree in education/child development or similar preferred or current college student majoring in education/child development or similar studies
2. Minimum two year's experience working with children in a professional capacity
3. At least 20 years of age

TRAINING AND EXPERIENCE:

- a) Experience working with children
- b) Experience working with the public
- c) Experience supervising personnel preferred
- d) Must possess or obtain First Aid, Adult, Child and Infant CPR and Blood borne Pathogen certification*
- e) Must complete Mandated Reporter training*
- f) Must complete Sexual Harassment training, as required by the Town*

*Department will train if hired