

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

**POSITION: Summer Fun Site Director**

Supervisor: Superintendent of Recreation

**POSITION OBJECTIVES AND PROGRAM RESPONSIBILITIES:**

1. Provide an interesting, creative, constructive, fun and safe environment.
2. Assigns work schedules, supervises and evaluates program staff.
3. Work with the Site Assistant Director to plan, initiate and supervise weekly, daily and hourly activities, special events, and staff.
4. Establish a positive relationship with staff and everyone associated with site, 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 and Superintendent of Recreation.

**DUTIES:**

1. Plan and participate in activities at the program site.
2. Hold weekly staff meetings, as needed.
3. Supervise/oversee daily check in and check out of program participants.
4. On trips, responsible for program participants, including junior counselors, and staff.
5. 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 Superintendent of Recreation.
7. Insure area is cleaned daily, equipment and facility is well maintained.
8. Review accident reports and make sure procedures are carried out properly.
9. Make sure equipment and supplies are secured in locked areas.
10. Notify Superintendent of Recreation of any supplies needed.
11. Other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. Minimum of a Bachelor's Degree in education/child development or similar preferred
2. Minimum two year's experience working with children in a professional capacity
3. At least 21 years of age

**TRAINING AND EXPERIENCE:**

- a) Experience working with children
- b) Experience working with the public
- c) Experience supervising personnel
- 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