

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

POSITION: Summer Fun Supervisor

Supervisors: Summer Fun Site Director
Summer Fun Site Assistant Director
Superintendent of Recreation

POSITION OBJECTIVES AND PROGRAM RESPONSIBILITIES:

1. To provide an interesting, creative, constructive, fun and safe environment.
2. To work with Director and Assistant Director to plan, initiate; and supervise activities.
3. To establish a positive relationship with everyone associated with the program in particular youths and parents.
4. Responsible for the safety of participants.
5. To work closely and cooperatively with other fellow supervisors, Site Director and Assistant Director.

DUTIES:

1. Help plan and participate in activities.
2. On trips, responsible for program participants, including junior staff, and possibly other youths on the trip.
3. Daily clean and take care of the equipment at facility.
4. Notify Summer Fun Site Director or Assistant Director if supplies are needed, broken or missing.
5. Other duties as assigned.

QUALIFICATIONS: High School/College Student, 16 years of age or older

TRAINING AND EXPERIENCE:

1. Some experience working with youth
2. Some experience working with the public
3. Must possess or obtain Blood borne Pathogen, First Aid and Adult, Child and Infant CPR certifications. Department will train if hired
4. Must complete training as a mandated reporter
5. Must complete Sexual Harassment training, as required by the Town