

SEASONAL RECREATION DEPARTMENT POSITIONS

DATE OF POSTING:

POSITION: Summer Employment

CATEGORY: Seasonal (between June and August 2009)

HOURS: Varies, between 20 – 40 Hours per week

COMPENSATION: Camp Director, \$12 - \$14/Hour (June – August, 35 – 40 hrs/week)
Asst. Camp Director, \$10 - \$12/Hour (June – August , 35 – 40 hrs/week)
Counselor in Training Dir., \$10 - \$12/Hour (June – Aug., 35 – 40 hrs/week)
Head Lifeguard, \$10 - \$14/Hour (June – August, 35 – 40 hrs/week)

LOCATIONS: Spec Pond Recreational Complex

EXAMPLE OF DUTIES: **Camp Director:** Develops and implements summer day camp program for children ages 5 – 12 through planning and scheduling of activities, recruiting performers, organizing events, obtaining materials and supplies. Supervises, trains, evaluates seasonal summer program counselors. Works under the general direction of the Parks & Recreation Director, communicates with public officials, parents, and program participants in all areas of camp life.

Assistant Camp Director: Under the direction and supervision of the Program Director, the Assistant Program Director is responsible for assisting in the running of the day to day program, which may include securing supplies, maintaining attendance and medical records, setting up and cleaning up after the day's events as well as assisting in the coordination of the C.I.T. program. Also responsible for assisting in developing and leading a variety of age appropriate arts and crafts activities.

Counselor in Training Director: Under the direction and supervision of the Program Director, the CIT Director is responsible for planning, developing and leading all aspects of the Counselor-In-Training Program.

Head Lifeguard: Under the direction and supervision of the Wilbraham Recreation Director, the Waterfront Director is responsible for the direction and supervision of all aquatic programs including swimming and boating.

MINIIMUM QUALIFICATIONS: Must have minimum 2 years at the college level coursework in education or related field, with at least one documented course in childhood development, experience working with children and teenagers, must be detail oriented and safety conscious, possess problem solving and decision making skills. Must be dependable and customer service oriented.

CLOSING DATE FOR APPLICATIONS: March 7, 2009

PERSON TO WHOM APPLICATION SHOULD BE MADE: Bryan Litz,
Wilbraham Parks & Recreation Dir.

SEASONAL RECREATION DEPARTMENT POSITIONS

DATE OF POSTING:

POSITION: Summer Employment

CATEGORY: Seasonal (between June and August 2009)

HOURS: Varies, between 15 – 40 Hours per week

COMPENSATION: Camp Counselors, \$8.00/Hour (July – August, 30 – 40 hrs/week)
Lifeguards, \$8.00/Hour (June – August, 20 – 40 hrs/week)
Sport-O-Rama Director, \$10 - \$12/Hour (July, 20 - 25 hrs/week)
Sport-O-Rama Counselors, \$8.00/Hour (July, 15 - 20 hrs/week)
Concession Workers, \$8.00/Hour (June – August, 15 – 30 hrs/week)

LOCATIONS: Spec Pond Recreational Complex and Fenway Golf

EXAMPLE OF DUTIES: **Camp Counselors:** Assist in the daily routine of planning, set up, delivery and clean up of a summer adventure camp for children ages 5 – 12. Monitors arrival and dismissal, leads and supervises group activities, supervise lunch/snack times, ensures participant safety through enforcement of safety rules; oversees pavilion cleanliness including supervision of storage of participant belongings and use of materials, and pavilion, bathroom and kitchen use and clean up; interacts with program participants and their parents; assists camp director as instructed;
Lifeguards: Provides waterfront safety and oversight for visitors and swimmers; provides rescue and first aid measures in emergency situations and calls for Emergency medical assistance. Must have current lifeguard and CPR certification;
Concession Workers: Responsible for selling refreshments at concession stand, clean up, tally money, checking season passes and collecting appropriate fee for daily passes;
Sport-O-Rama Director/Counselors: Supervises and gives minimal instruction to children and enforce safety rules when playing mini golf, driving range, and pitch and putt at Fenway Golf in East Longmeadow.

MINIMUM QUALIFICATIONS: Must be age 16 or older, punctual, reliable, with good customer service skills;

CLOSING DATE FOR APPLICATIONS: March 7, 2009

PERSON TO WHOM APPLICATION SHOULD BE MADE: Bryan Litz,
Wilbraham Parks & Recreation Dir.