**Town of Coeymans and Village of Ravena Summer Recreation Program**

**Job Descriptions/Postings**

**Program Director-Coordinator of Summer Recreation Program**

**Employment Status:**

Seasonal Position; Summer July 10-August 10; Monday through Thursdays; 8:00am-4:00pm

**Salary:**  $20.00 per hour

**Qualifications/Requirements:**

* Must be at least 20 years of age and a high school graduate; college student or college graduate preferred
* Possess the maturity and skills needed to perform the job successfully.
* Have a sincere desire to work with and be of service to children.
* Experience in planning and developing camp curricula, as well as modifying activities when required.
* Demonstrate strong organizational skills
* Experience in working with children
* Experience supervising youth and/or young adults
* Excellent interpersonal and communication skills
* Ability to manage budgets and monitor expenses.
* Knowledge of activity-related safety regulations, as well as health and sanitation requirements.
* Assist in planning and attending counselor trainings

**Responsibilities:**

* Responsible for directing the summer recreation program in its entirety
* Consulting with stakeholders to determine requirements.
* Planning daily activities and creating activity schedules.
* Presenting information to parents/guardians
* Overseeing employees,
* Overseeing wellbeing of those attending
* Managing the allocated budget, as well as ordering equipment and supplies.
* Modifying activities for those attending with special needs.
* Ensuring safe practices and a healthy program environment.
* Keeping records and documenting processes.

**Head Assistant - Summer Recreation Program**

**Employment Status:**

Seasonal; Monday-Thursday 9:00 am to 12:00 pm and 1:00 pm to 3:00 pm; July 10-August 10, 2023

**Salary:** $18.00 per hour

**Head Assistant Qualifications/Requirements:**

* Be at least 17 years of age and possess the maturity and skills needed to perform the job successfully.
* Have a sincere desire to work with and be of service to children.
* Prior experience working in a summer recreation program preferred
* Have experience with leadership.
* Demonstrate organizational skills.
* Ability to take direction and work independently
* Ability to work cooperatively with others and help to create and maintain a positive work environment
* Report to work in timely manner
* Reports to Program Director

**Head Assistant Responsibilities:**

* Serve as a supervisor, but also as a support to counselors.
* Work closely with the Director in the organizing of the total program.
* Attend planned activities, including staff training and staff meetings, and follow the daily schedule.
* Assist in delegating tasks to support staff members when you deem it necessary.
* Inform all members of the staff of changes in the normal schedule.
* Communicate with the director regarding the well-being of the staff.
* Assign support staff to assist with activities when needed.
* Promote and support positive and meaningful interactions between attendees. •
* Fulfill the responsibilities of Counselor of the Day as they are assigned.
* Be aware of and report to the program Director any concerns about an attendees health, safety, or well-being.
* Assist in total program cleanup at the end of each session
* Fulfill all other duties as assigned by the Program Director.

**Assistant- Summer Recreation Program**

**Employment Status:**

Seasonal; Monday-Thursday 9:00 am to 12:00 pm and 1:00 pm to 3:00 pm; July 10-August 10, 2023

**Salary:** $15.00 per hour

**Counselor Qualifications/Requirements:**

* Be at least 15 years of age and possess the maturity and skills needed to perform the job successfully.
* Experience working with children, or with specific activities may be preferred.
* Physical ability to participate in activities, run, climb, swim, lift, or support the weight of children.
* Have a sincere desire to work with and be of service to children.
* High level of responsibility and accountability
* Have experience with working with others
* Ability to take direction and work independently
* Ability to work cooperatively with others and help to help maintain a positive work environment
* Strong communication, interpersonal, and leadership skills
* Report to work in timely manner
* Reports to Head Counselor

**Counselor Responsibilities:**

* Leading and supporting children as they participate in age-appropriate activities.
* Working with other program staff members to plan and coordinate program events
* Monitoring children to ensure compliance with program rules and prevent accidents.
* Cleaning, maintaining and ensuring proper use of program facilities and equipment.
* Reporting and recording details of incidents, such as accidents or rule violations, to Head Counselor and Director
* Attend planned activities, including staff training and staff meetings, and follow the daily schedule. •
* Promote and support positive and meaningful interactions between program participants
* Fulfill the responsibilities of Counselor as they are assigned.
* Assist in total program cleanup at the end of each session

**Assistant- Discovery Camp Program**

**Employment Status:**

Seasonal; Monday-Thursday 9:00 am to 2:00 pm; July 10-August 3, 2023

**Salary:** $15.00 per hour

**Counselor Qualifications/Requirements:**

* Be at least 14 years of age and possess the maturity and skills needed to perform the job successfully.
* Experience working with children, or with specific activities may be preferred.
* Physical ability to participate in activities, run, climb, swim, lift, or support the weight of children.
* Have a sincere desire to work with and be of service to children and Teacher and Staff
* High level of responsibility and accountability
* Have experience with working with others in group activities
* Ability to take direction and work independently
* Ability to work cooperatively with others and help to help maintain a positive work environment
* Strong communication, interpersonal, and leadership skills
* Report to work in timely manner
* Reports to teacher and Discovery Camp Director

**Counselor Responsibilities:**

* Leading and supporting children as they participate in age-appropriate activities.
* Working with other program staff members to plan and coordinate program events
* Monitoring children to ensure compliance with program rules and prevent accidents.
* Cleaning, maintaining and ensuring proper use of program facilities and equipment.
* Reporting and recording details of incidents, such as accidents or rule violations, to Teacher and camp staff.
* Attend planned activities, including staff training and staff meetings, and follow the daily schedule. •
* Promote and support positive and meaningful interactions between program participants
* Fulfill the responsibilities of teachers as they are assigned.
* Assist in total camp cleanup at the end of each session