

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 through 3 below for a detailed job description.)

DEPARTMENT OF PARKS & RECREATION SUMMERSCAPE UNIT SUPERVISOR

The Town of Rocky Hill is seeking qualified applicants for the position of Unit Supervisor of the Summerscape Day Camp program in the Department of Parks & Recreation. Applicants must be available June to August for training and the operation of camp. Ideal candidates must enjoy working with youth, possess motivation and leadership qualities, and be able to carry out the mission statement of the Parks and Recreation Department.

Requirements of this position include but are not limited to:

1. Must be age 20 or older;
2. Must have at least 2 years experience working at Summerscape working with children;
3. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
4. Shall be certified as mentally competent by a physician;
5. Shall not use improperly any narcotic or controlled substance;
6. Must be certified in or able to obtain American Red Cross CPR, First Aid and willing to obtain Administration of Medication and Epi-Pen certifications prior to the start of camp;
7. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.

This position is a part-time seasonal position. The salary begins at \$12.00 an hour and will commensurate with experience. Anticipated work schedule is 8:30 a.m. – 4:00 p.m. during camp (June – August), with the possibility of additional hours based on business needs.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications and discusses proven experience working with the adolescents; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted directly to the Parks & Recreation Office. Applications will be accepted until 4:30 p.m. on Friday, May 5, 2017.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is and EEO/ AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: SUMMERSCAPE UNIT SUPERVISOR
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: RECREATION SUPERVISOR
SUPERVISES: N/A
BARGAINING UNIT: N/A

Summary of Responsibility:

Under the direction of the Recreation Supervisor and the Summerscape Directors, the Summerscape Unit Supervisor is to achieve the goals and objectives of the Summerscape Day Camp program. In addition to fulfilling the duties of a Camp Counselor, the Unit Supervisor will serve as a specific camp unit Supervisor by being a positive role model, leader, and supporter for Counselors. Primary responsibility is to ensure the wellbeing of campers and Counselors.

Essential Functions:

1. Models positive and appropriate behavior to campers and Counselors.
2. Assists with the development of social adjustment of the Counselors through camp experiences.
3. Schedule meetings with each of the Counselors within unit each week to discuss any problems or concerns.
4. Guide Counselors to follow all rules and regulations of Summerscape in accordance with staff handbook ensuring safety through appropriate behaviors and actions at camp.
5. Cooperate in a responsible, professional manner with peers and supervisors in the work setting.
6. Take a leadership role in staff training and staff meetings.
7. Assist Camp Directors and Recreation Supervisor with the evaluation of the overall day camp program.
8. Assist Camp Directors and Recreation Supervisor with Counselor evaluations and to report any concerns or problems.
9. Greet and supervise all campers and Counselors each morning as they arrive.
10. Carry out occasional additional duties as assigned by the Camp Director for the benefit of camp.
11. Attend weekly update meeting with the Camp Directors and Recreation Supervisor.
12. Holds current CPR and First Aid certification for camp season.
13. Actively participates in activities with campers.
14. Develops, plans and implements activities throughout the week.
15. Ensures safety through appropriate behaviors and actions at camp.
16. Must enjoy working with children, be enthusiastic and energetic.
17. Assist lifeguards when at pool to ensure maximum safety of campers.

18. Responsible for constant supervision of assigned group which includes frequent head counts.
19. Responsible for group clean up and overall cleanliness of common areas used by camp.
20. Must follow Summerscape dress code at all times.
21. Carries out Parks and Recreation mission.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Must be age 20 or older;
2. Must have at least 2 years experience working at Summerscape working with children;
3. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
4. Shall be certified as mentally competent by a physician;
5. Shall not use improperly any narcotic or controlled substance;
6. Must be certified in or able to obtain American Red Cross CPR, First Aid and willing to obtain Administration of Medication and Epi-Pen certifications prior to the start of camp;
7. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information;
9. Must possess leadership qualities and have the ability to motivate;
10. Must enjoy working with youth;
11. Carries out Rocky Hill Parks and Recreation's mission;

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.