

## TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see below for a detailed job description and qualifications.)

### DEPARTMENT OF PARKS & RECREATION

#### ACTIVITY SPECIALIST – SUMMERSCAPE

The Town of Rocky Hill is seeking qualified candidates to fill the position of Activity Specialist for the Summerscape camp programs. Applicants must be at least 16 years of age or older, and available starting in June for training and the start of camp operations through August based on the needs of camp. Please view the job description on pages 2-3 below.

There are openings for the Activity Specialist position as follows below. Please indicate which area(s) you are interested in on your application materials.

1. Arts & Crafts;
2. Gym Games;
3. Tennis; or
4. Drama/Music Specialist

This position is a seasonal, temporary, non-bargaining position. Compensation starts at \$20.50 per hour commensurate with experience. Anticipated work schedule of approximately 40 hours per week (Monday – Friday) from 8:15am – 4:15pm during camp operational hours with the possibility of additional hours based on department needs.

Interested applicants must submit each of the following: 1) A letter of interest which clearly demonstrates how you meet the qualifications; 2) A resume; and 3) A completed [Town of Rocky Hill Application for Employment](#).

Application materials may be submitted to the Parks & Recreation Department, ATTN: Rita Chhabra ([rchhabra@rockyhillct.gov](mailto:rchhabra@rockyhillct.gov)) via electronic mail. **Applications will be accepted until 4:30 p.m. on Tuesday, March 31, 2026.** Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)) or by visiting the department at Town Hall during business hours.

## **TOWN OF ROCKY HILL JOB DESCRIPTION**

**POSITION:** ACTIVITY SPECIALIST- SUMMERSCAPE  
**DEPARTMENT:** DEPARTMENT OF PARKS & RECREATION  
**REPORTS TO:** RECREATION SUPERVISOR  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** N/A

### **Summary of Responsibility:**

The Activity Specialist- for the Summerscape program will follow directives provided by the Recreation Supervisor and/ or Summerscape Camp Directors assisting in the overall operations of the Summerscape camp programs. This position will lead a specialized activity area while actively engaging in the provision of essential child care services to campers entering grades Pre-School through Grade 8.

### **Essential Functions:**

1. Follows directives provided by the Recreation Supervisor and/ or Summerscape Directors.
2. Actively participates in camp trainings.
3. Assists in the overall operations of the Summerscape camp program.
4. Models positive and appropriate behavior to campers and other staff.
5. Maintains an accurate attendance count of assigned campers on a daily basis.
6. Assists in providing essential child care services to campers on a daily basis when camp is operational.
7. Creates weekly lesson plans for children across diverse age groups on a weekly basis.
8. Actively develops and participates in specialized and non-specialized activities with campers.
9. Develops and promotes positive relationships between campers.
10. Provides instruction to Camp Counselors regarding specialized area activity support.
11. Ensures camper safety at all times.
12. Completes all reports accurately and on a timely basis.
13. Maintains characteristics such as but not limited to; positivity, enthusiasm and being energetic.
14. Collaborates with lifeguard staff to further ensure camper safety during swim times.
15. Follows all rules and regulations set forth by the Town of Rocky Hill.
16. Able to enforce rules and boundaries with campers without physical contact or force.
17. Assists in maintaining the cleanliness of the camp environment at all times.
18. When necessary, and as directed, must administer medication to campers.

The essential functions listed above are intended only to be 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.

### **Minimum Qualifications, Knowledge, Skill & Ability:**

1. Must be at least 16 years of age or older.
2. Must be available starting June 1, 2026, for staff training.

3. Must be available for the start of camp operations from June 22, 2026 through August 7, 2026 from 8:15am – 4:15pm, or as needed based on the needs of camp.
4. Must be certified or able to obtain certification that is valid for the full duration of camp operations in either American Red Cross or American Heart Association First Aid/ CPR training.
5. If at least 18 years of age, must be willing and able to be trained in Administration of Medication.
6. Must be able to complete State of Connecticut Department of Children and Families Mandated Reporter Training prior to the start of camp operations and provide certificate of completion.
7. Must be able to complete state mandated sexual harassment prevention training prior to the start of camp operations and provide certificate of completion.
8. Preferred that applicants have prior experience working with children in the Summerscape age group.
9. Ability to follow written and oral instructions.
10. Ability to work in a team environment.
11. Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.
12. Must have a wealth of knowledge of specialized area.

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.