

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 ACTIVITY SPECIALIST (Ball Games and Field Games)

The Town of Rocky Hill is seeking qualified applicants for the positions of: 1) Ball Games Activity Specialist; and 2) Field Games Activity Specialist for the Summerscape Camp programs 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 16 or older;
2. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
3. Shall be certified as mentally competent by a physician;
4. Shall not use improperly any narcotic or controlled substance;
5. Must be certified in or able to obtain American Red Cross or American Heart Association CPR, First Aid and Medication Administration certifications prior to the start of camp;
6. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
7. 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 \$10.25 an hour and will commensurate with experience. Anticipated work schedule is 8:15 a.m. – 4:15 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 specifying which position (Ball Games or Field Games) you are applying for. All application materials must be submitted directly to the Parks & Recreation Office. Applications will be accepted until 4:30 p.m. on Friday, May 10, 2019.

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.

**Town of Rocky Hill
Job Description**

POSITION: SUMMERSCAPE ACTIVITY SPECIALIST
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 Activity Specialist is to achieve the goals and objectives of the Summerscape Camp programs. The Activity Specialist will be responsible for the implementation of daily specialized activities within their specialist concentration, while promoting a safe and inclusive environment for the campers and staff.

Essential Functions:

1. Holds current CPR and First Aid certification for camp season.
2. Models positive and appropriate behavior to campers and other staff.
3. Develops and promotes positive relationships between campers.
4. Actively participates in activities with campers.
5. Assist in teaching and developing skills at specialty areas.
6. Actively participates in staff training.
7. Must have a wealth of knowledge of the special to which the staff is assigned to.
8. Develops, plans and implements specialized activities/ lessons throughout the week.
9. Ensures safety through appropriate behaviors and actions at camp.
10. Must be available full-time for camp training and start of camp in June.
11. Must enjoy working with children, be enthusiastic and energetic.
12. Assist lifeguards when at pool to ensure maximum safety of campers.
13. Follows all rules and regulations of Summerscape in accordance with staff handbook.
14. Must have experience working with children. Should be able to control campers without physical contact or force by setting rules and boundaries.
15. Responsible for constant supervision of assigned group which includes frequent head counts.
16. Responsible for group clean up and overall cleanliness of common areas used by camp.
17. Must follow Summerscape dress code at all times.
18. Carries out Parks and Recreation mission.

Other Functions:

1. Actively greets campers and guardians on a daily basis.
2. Submits weekly lesson plans to Camp Directors for planned activities with diverse ages.
3. Completes all reports accurately and on a timely basis.
4. Assists Camp Directors and Recreation Supervisor in maintaining camp state licensing.

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 16 or older
2. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
3. Shall be certified as mentally competent by a physician;
4. Shall not use improperly any narcotic or controlled substance;
5. Must be certified in or able to obtain American Red Cross CPR, First Aid certifications prior to the start of camp;
6. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
7. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.
8. Must enjoy working with youth;
9. 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.