



TOWN OF ROCKLAND

Rockland Recreation

JOB POSTING

Position Title:	Director Hartsuff Park Explorers Summer Program	Department:	Recreation
Reports To:	Recreation Director	Hrs/Week:	Up to 40 hrs
FLSA:	Seasonal-Summer Months & School Breaks	Rate of Pay:	\$25.00 -28.00
Posting Date:	January 24, 2023	Closing Date:	Until Filled

Summary:

The Director of the Explorers Summer Program, under the direction of the Recreation Director, will oversee most aspects of staffing, programming, and relations for the summer season. Duties include assisting in staff hiring and training, site, and resource organization as well as program management. Responsibilities include directing staff trainings, weekly staff planning meetings, managing participants information and groupings, maintaining camp resources and supplies, and interacting with parents, participants, staff, and administration as needed. The director is accountable for the overall management of the program and are specifically responsible for personnel management, program development and health and safety management in accordance with Health Department and Rockland Recreation policies. This position is seasonal from the end of June through mid-August with a total of 7-8 weeks and varies based on the last day of school for the town of Rockland. These dates are not negotiable. In addition, this position will be responsible for the management of the Lifeguards, staffing, scheduling, and any additional management as needed.

Responsibilities:

- Develop and coordinate Hartsuff Park program and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support as necessary
- Assist in hiring and training of all Hartusff Park Summer staff
- Assist the Recreation Director in assuring that Health Department Guidelines are met
- Oversee the follow-through of any correspondence necessary related to program functions and activities, for example, summer staff schedule, payroll, special visitors, and fieldtrips
- Assist in program recruitment and registration
- Assist in designation of participants placement within groups
- Address crisis management, discipline and troubleshooting issues related to participants and/or staff.

- Assist in determining supply and equipment needs and may include ordering or purchasing
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting
- Maintain a positive team atmosphere that includes participants, families, program based and office-based staff, and volunteers
- Schedule, supervise and evaluate program staff, including Lead Instructors, Instructors, CITs and volunteers, providing support and disciplinary measures when necessary.
- Assist in the evaluation of the program itself, as well as the program experience for youth participants.

Qualifications and Competencies:

- At least 25 years old
- High School education required, supplemented by college level classes or degree
- At least 24 weeks of administrative and supervisory experience
- Experience teaching students of all ages in a variety of outdoor/indoor settings
- Experience providing programming for diverse populations
- Strong commitment to teaching and to sharing an appreciation for nature
- Works well with minimal supervision, and asks for assistance when needed
- Required certifications include Responding to Emergencies First Aid, CPR and AED or equivalent training
- Prior experience with a similar program, background in outdoor skills, natural history, and or Art, experience managing a staff of up to 20 individuals, flexibility, and a playful team spirit.
- Experience with nature awareness culture.
- Well-developed sense of humor, play and curiosity
- Manages conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Ability to work Monday – Friday 7:15 AM – 5:30 PM
- Current driver’s license with clean driving record
- Ability to lift up to 50 pounds

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The pay range based on experience is \$25.00-\$28.00/hour. An application, letter of interest and resume should be emailed to Rocklandrec@rockland-ma.gov. Applications can be found online www.rockland-ma.gov