

Town of Atkinson Recreation

JOB TITLE: Sun-n-Fun Director

STATUS: Full Time Temporary Employee – up to 40 hours per week for seven weeks including planning and training times per year

REPORTING RELATIONSHIP: Works under the general direction of the Recreation Director

JOB SUMMARY: Manages the Town of Atkinson's six-week summer children's program (Sun-n-Fun).

MAJOR DUTIES:

- Plan and manage program's daily activities and field trips; supervise camp staff.
- Oversees daily operations of the program including training and camp activities.
- Complete personnel evaluations for all program staff within one month of camp closure.
- Investigate and resolves complaints or inquiries from staff, campers and parents/ guardians. Escalates to the Recreation Director as required.
- Ensure the safety and security of the campers
- Report and investigate any program related injuries to Recreation Director.
- With the Recreation Director, decide on weather related camp cancellations.
- Complete daily inspections of the Woodlock Park Pavilion, bathrooms, playground, picnic area, fields, parking area, etc for safety hazards and other potential problems. Report any issues to the Recreation Director.
- Track and report daily registrations, attendance, trip permission slips, etc.; collect and manage field trip money in accordance with Town policies and procedures. Collect, track and submit staff time sheets.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Strong planning and organizational skills
- Ability work with camp counselors ages 15 – 20 and campers ages 5 – 16; coordinate multiple activities across various age groups.
- Ability to track and report information related to camp activities.

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PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT:

The work involves minimal risks or discomforts that require special safety precautions.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated the completion of a baccalaureate degree in a course of study related to the occupational field or sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had at least 5 years of experience in a supervisory position directly related to operations.