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TOWN of NORTH READING

Massachusetts

Human Resources

Alyson Olsen
Benefits Coordinator

TOWN CLERK
NORTH READING, MA

JOB OPENING TOWN OF NORTH READING

Recreation Summer Day Program Director

compensation: **\$17-19/hour**

employment type: **full-time**

SummerScape Director --Recreation Department, Town Of North Reading, MA

This position manages a 6- 8 week (depending on snowdates and school calendar)

SummerScape program for school age children.

The director has a staff of one Assistant Director and 6-8 counselors and up to 8 volunteers weekly under their supervision.

The director reports to the Recreation Director.

The program usually handles 50 -- 100 children/day.

The program runs 30 -35 hrs/week for 6 - 8 weeks during the summer.

This program runs daily from 9 am -- 3 pm, Monday through Friday, with a staff meeting on Thursdays after program hours. It is considered an outdoor program. We do however use a school building with indoor use for inclement weather. The program spends one day/week on a field trip off site. The Director is expected to be at the program the full length of program. The Director along with the entire staff is required to have first aid and cpr training through us (if not already certified) and also go through program specific training. Program involves, theme days, crafts, sports, water day, game days, field trips and more. Applicants should be willing and able to participate or supervise in athletic events and craft days.

Applicants should have either a bachelor's degree or 3 years' experience in a related field with management experience

If you are interested in this position, please submit your resume/application online to:

aolsen@northreadingma.gov

Subject line: SummerScape 2017

Equal Opportunity Employer

Posted 03/06/2017

Applications can be found at-

<http://www.northreadingma.gov/human-resources/pages/job-opportunities>