



## TOWN of NORTH READING

Massachusetts

### Human Resources

#### Benefits Coordinator

#### **SummerScape Director –Recreation Department, Town Of North Reading, MA**

\$17.00-\$19.00/hour

This position manages an 8\* week SummerScape program for school age children.

The Director has a staff of 6 – 8 counselors and up to 8 volunteers weekly under their supervision.

The Director reports to the Recreation Director.

The program usually handles 50 – 80 children/day.

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

\*(6.5-8 weeks depending on snow dates and school calendar)

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 eight weeks. 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. Applicants should be willing and able to participate or supervise in athletic events and craft days.

Applicants must have either an Associate's degree or 5 years' experience in a related field with management experience.

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

[Jobs2@northreadingma.gov](mailto:Jobs2@northreadingma.gov)

Subject line: SummerScape 2018

Equal Opportunity Employer

Posted 03/07/2018

Applications can be found at-

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