

After School & Summer Camp Staff Job Description (Part-Time) Town of Deerfield-Parks & Recreation

JOB SUMMARY

The primary function of Deerfield Parks and Recreation After School and Summer Camp staff members is to help facilitate a safe, active, and fun environment for children who attend the programs. This position reports directly to the After School and Summer Camp Program Director and/or the Staff Supervisor on duty.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

- Actively supervises attendees throughout all daily program activities
- Interacts with children and parents in a manner that reflects positively on the department
- Engages in activities while maintaining a high level of awareness and prioritizing the safety of children
- Routinely communicates with other staff to ensure accountability for attendees
- Helps plan and direct daily activities
- Gives redirection to children who are engaging in misconduct
- Reports attendee misconduct to Parks and Recreation administration and documents if necessary
- Attends training sessions and seminars as required
- Performs other duties as required

MINIMUM QUALIFICATIONS

Must be 14 years of age or older with experience in child care, teaching, or recreation is preferred. First aid and CPR certification is required. Adults 18 years of age and over must pass a criminal background check.

WORK HOURS

Hours for the position will vary seasonally. After School Program hours are 2-6pm Monday-Friday. Summer Camp hours are 7am-5pm Monday-Friday with flexibility to meet department and programming demands as needed. The opportunity to work longer hours during school vacation weeks and teacher workshop days is also available.

No phone calls please.

**Send to: Nicholas Lawrence
8 Raymond Road
Deerfield, NH 03037
“After School & Summer Camp Staff Position”**

Email to: parks@townofdeerfieldnh.com Subject line – “After School & Summer Camp Staff Position”

This position will remain open until filled.

The Town of Deerfield is an Equal Opportunity Employer

Posted 8.16.18