



TOWN OF BREWSTER
2298 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-9430
WWW.BREWSTERRECREATION.COM

OFFICE OF
RECREATION COMMISSION

Brewster Recreation Assistant Summer Rec Director Job Description

Seasonal
20-30 hours/week
\$19-\$23 hr/hour

Position Summary: The Assistant Summer Rec Director will help oversee the development, coordination, and promotion of a summer camp style program for seven weeks, ages 4.5-12. This position entails a high degree of customer service and community relations, supervision of part-time personnel and volunteers, as well as the ability to thrive in a fast-paced environment.

Essential Functions:

- 1) In conjunction with the Director, determine the recreational needs of the community, develop, organize, implement and supervise the Summer Rec program; observe and evaluate program details, submitting summaries and evaluations to the director as needed; train, supervise and evaluate seasonal recreation staff and volunteers.
- 2) Maintain an inventory of all recreational materials and equipment; compose administrative, statistical and program reports as needed. Prepare status reports on facility needs.
- 3) Assist the director with recruitment and hiring of over 40 seasonal staff and volunteers; maintain working relationships with municipal departments, private and non-profit institutions, attend Commission meetings when requested by the Directors; maintain current information on trends; and perform other related duties as required or directed.

Supervision:

- 1) Works under the general direction of the Summer Recreation Director.
- 2) Functions independently within the broad scope of established departmental policies and goals, consulting with Director on policy issues, disciplinary actions and expenditure of funds.
- 3) Exercises initiative, creativity and independent judgment in the planning, administration and execution of community related services and in the direction of the seasonal personnel.
- 4) Assists in providing direct supervision of approximately 40 seasonal employees and volunteers.

Job Environment:

- 1) Work is generally performed under typical office and field conditions; field work conducted outdoors which may result in exposure to various weather conditions.
- 2) Operate standard office equipment including a computer.
- 3) Has daily contact with the general public. Position may involve some irregular hours.

Education and Experience:

Duties require intensive knowledge of specialized field of recreation and leisure services. Two years of experience working with children of which should include supervision; or any equivalent combination of education and experience.

Knowledge: Demonstrated knowledge of the principles and practices related to:

- 1) Knowledge and proven experience working with children of all ages.
- 2) Community relations and youth development.
- 3) Experience managing staff as well as handling disciplinary situations with staff and kids.
- 4) Recruitment, selection, development, management and motivation of staff.
- 5) Program planning, development, implementation and evaluation.
- 6) Developing and maintaining collaborative partnerships and public relations.

Ability: Ability to deal effectively and diplomatically with children ages 4.5 to 14, as well as staff and parents when necessary.

Skill: Strong communication skills, both oral and written; basic computer skills.

Special Qualifications: CPR, First Aid Certification desired. Successful CORI review required.

Physical Requirements: Minimal physical effort generally required for work performs in office. Moderate effort required in the field. Required to spend several hours standing and/or walking. Position requires ability to operate a computer. Position requires ability to operate a motor vehicle.

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.