

Brewster Recreation Summer Rec – Support Staff

Job Description

Seasonal
20-40 Hours/Week
\$20.00 - \$24.00/hour

JOB SUMMARY: Supporting the Summer Rec staff & program under the guidance and direction of the Summer Rec Director. Proper communication and interaction with other staff and always assuring safety of kids. Expected adherence to established goals and objectives.

SUPERVISION RECEIVED: Supervised by Rec Director & Assistant Rec Director, as well as Summer Rec Director for daily activities and overall job performance.

GENERAL STATEMENT OF DUTIES:

- 1) Day to day maintenance and overall care for Summer Rec facilities.
- 2) Implementation of daily opening and closing duties.
- 3) Maintain a high level of safety and structure within the program.
- 4) Complete incident/accident reports in the First Aid Log and immediately report such occurrences to Summer Rec Director.
- 5) Assist in the transportation of children to various locations on campus.
- 6) Report physical facility hazards in a timely manner to Summer Rec Director.
- 7) Help coordinate the drop off and pick up of all children each day.
- 8) Assist with the distribution of lunches and snacks each day.

MAJOR DUTIES:

Opening and/or closing the campus, as well as assisting the Summer Rec staff in any other capacity. Must be comfortable driving a golf cart and helping coordinate drop off & pick up, as well as lunches for the kids. Have a general knowledge of children's programs and safety protocols.

EXPERIENCE:

- 1) 1+ years working with children.
- 2) Specialized skills in facility maintenance, basic cleaning, sports, games and working with school aged youth.
- 3) Must have current First Aid and CPR certifications.

PHYSICAL REQUIREMENTS:

Moderate physical effort required for work performed in the field. Required to spend several hours standing, walking, reaching arms and lifting under 50lbs.

