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Town of Avon
Massachusetts

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TOWN OF AVON
2016 APR 21 PM 3:53
TOWN CLERK

PARK & RECREATION
HELP WANTED
YOUTH PROGRAM DIRECTOR

Summary of Position

The Town of Avon is seeking a Youth Program Director to oversee and manage routine to complex administrative and supervisory work relating to recreation programs.

Duties include:

1. Set- up summer/fall calendar, which includes a variety of field trips and activities that will appeal to the age groups who attend the programs.
2. Design a brochure to be distributed to the children in the Town, which includes the rules of the playground, the calendar and permission slip to be signed by parents in order to participate on the field trips.
3. Contact prior year's counselors to see if they are returning. If there are any positions open, advise the Board of openings to be posted.
4. Interview new candidates for position of counselor and make recommendations to the Board. Will make recommendations to the Board of Selectmen upon review.
5. Make sure all paperwork is completed per Town requirements. (CORI and all payroll forms, physicals, etc.)
6. Meet with counselors prior to registration to express goals and expectations on the Youth Program.
7. Order summer T-shirts for the participants and staff.
8. Schedule a night for registration with the counselors.
9. Make all appropriate contacts to various Town departments for the use of buildings and busses.
10. Turn in time cards in on a weekly basis and give a copy to Commission secretary to obtain signatures of Commission members for time cards.
11. Obtain invoices and/or vouchers on a timely basis for field trips and other supplies to be paid by the Town.
12. Oversee the playground program:
    a. Meet with counselors daily about that day's activities
    b. Prepare list of children attending each field trip assigning groups to counselors
    c. Organize clinics, activities and crafts, so that they appeal to the variety of ages and children.
    d. Order supplies for various activities.
13. Oversee and plan Teen program which could run during the summer playground weeks and the resume after the start of the school year to February bi-weekly on Fridays with limited field trips. *(which is a smaller group of youths)*
14. Meet with the Board of Commissioners to keep them informed and updated with success and problems with the program. Upon the ending makes sure all surplus supplies are stored and put away. Provide a report on the youth programs with recommendations for next year.
15. The Director would start with planning in April and run through to end of February.

Minimum Qualifications:

1. Minimum of two years in higher education with major in field of education is preferred.
2. Over two years recreational program experience in quasi-public or public environment.
3. Must possess a valid driver's license to operate a motor vehicle.
4. American Red Cross CPR/AED training is preferred.

5. Satisfactory background and CORI check and subject to a pre-employment physical with drug and alcohol testing in accordance with the Town of Avon's hiring policies.

Hours:

The hours included but are not limited to:

The summer program runs daily Monday through Friday from 8:00 a.m. to 1:00 p.m. with some field trips during the same time or in afternoon and one or two evening trips. The winter/teen program runs on Friday nights bi-weekly with Saturdays for some field trips. The hours at the Civic Center would be 6:30 to 9:30 p.m.

As a temporary position, it is not eligible for health insurance through the Town's health insurance plan or other fringe benefits, including, but not limited to, paid vacation leave, sick leave or personal days. The position is a non-union, at-will position which means that employment is subject to termination at any time, with or without notice, and with or without cause. Appointment is subject to a satisfactory pre-employment physical and CORI background check.

The Town of Avon is an Affirmative Action, Equal Opportunity Employer.

Interested Applicants should submit an application to: Town of Avon, Attn: Shanna Faro, Human Resources Coordinator, Town of Avon, 65 East Main Street, Avon, MA 02322 by May 6, 2016.