

TOWN OF AVON
POSITION DESCRIPTION

Title: Lead Counselor

Department: Park & Recreation

Appointing Authority: Board of Selectmen

Salary Classification: Grade 2, Steps 1-3

Summary of Duties

Routine to complex administrative, Supervisory, clerical and record keeping work relating to recreation programs.

Supervision Received

Works under the direct supervision of the Park & Recreation Playground Supervisor and Program Director.

Performs varied and responsible functions of an administrative and oversight nature, requiring judgement and initiative in accordance with dealing with parents and the public. Assists with supervising all counselors of the playground program. Coordinates work schedule with the Park & Recreation Commission.

Supervision Exercised

Assists with providing daily supervision to recreational operational program staff employed on a seasonal basis.

Job Environment

Work is performed under typical conditions, with minimal exposure to occupational risks; work is also conducted in the field with possible exposure to various weather conditions. May be required to work outside normal business hours and/or on weekends during cyclic or seasonal periods (e.g. summer recreational activities). May attend night meetings.

Operates standard office equipment including computer, calculator, telephone, facsimile machine, and copier; operates a motor vehicle.

Requires constant contact with the Playground supervisor and the public. Works cooperatively with other community agencies, school administration staff, parents and children. Contacts are made in person, on the telephone and through written correspondence and requires discussing routine program information.

Has access to department-oriented confidential information in the form of subordinate personnel files.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Assist the Programs Director and Playground Supervisor with registration nights, aiding parents/guardians through the registration process

Assist the Program Director/Playground Supervisor with the supervision of the playground program

Supervise, develop and assist with evaluating summer program counselors

Assist the Playground Supervisor with organizing and execution of daily activities at the playground

Serve as a liaison between parents, counselors and the Playground Supervisor

Assist Playground Supervisor with weekly staff meetings

Meet with counselors weekly about planned activities

Assist the Playground Supervisor with any injury/behavior/discipline incidents

Oversee the process of daily sign ins

Recognize and respond effectively to emergencies

Provide Playground Supervisor with a list of supplies to be ordered for various activities

Assume responsibility and duties in the absence of the Playground supervisor

Assist the Playground Supervisor in preparing a written report for all counselors as well as the playground program with successes/problems and ideas of improvement. Upon the ending of the program make sure all surplus supplies are stored and put away.

Hours of Work

The hours included but are not limited to:

The Summer Playground program will be held at the Butler School running from July through most of August. The summer program staffing day runs daily, Monday through Friday from 8:00am to 2:30pm with some field trips during the same times, late afternoon and some evening trips.

This is a seasonal employee with no benefits

Recommended Minimum Qualifications

Education:

Minimum of two years in higher education with major in field of education is preferred

Experience:

Over two years of recreational program experience in quasi-public or public environment

Substitution:

None

Licenses/ Certificates:

Must possess a valid driver's license to operate a motor vehicle

American Red Cross CPR/AED training is preferred

Satisfactory background and CORI check

Subject to a pre-employment physical with drug and alcohol testing in accordance with the Town of Avon's hiring policies

Knowledge, Abilities and Skills:

Thorough knowledge of program administration, office practices and procedures

Knowledge of the Town of Avon community and its interests, department operations, and personnel management is preferred

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment

Ability to organize time, self-motivate, work independently and accomplish tasks, despite frequent interruptions

Ability to read and interpret pertinent state and local laws relating to departmental operations

Ability to maintain detailed, complete and accurate records

Excellent communication skills; ability to communicate effectively, both orally and in writing

Ability to organize projects, accomplish tasks and meet deadlines

Ability to interact tactfully and effectively with town employees, supervisors, officials and the general public

Ability to supervise, motivate and direct staff

Ability to operate a motor vehicle

Excellent customer service skills

Physical Requirements:

Minimal physical effort required when performing functions under typical office conditions. Moderate physical effort required frequently in the field. Frequently required to navigate over various surfaces. While out in the field, frequently required to stoop, bend, and reach. The employee must occasionally lift and/or move up to 30 pounds. May spend several hours walking or standing.

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.