



TOWN OF AVON

2023 APR 27 A 11:49

TOWN CLERK

Avon Park and Recreation Commission

65 East Main Street, Avon, MA 02322

Benjamin Chapman, Chairman
Lori Fischer, Commissioner
Daniel Hart, Commissioner

Jocelyn Lyons, Vice Chair
Matthew Ferro, Commissioner
Matthew McAndrew, Recreation Director

JOB POSTING

Summer Program Lead Counselor Grade G2, Steps 1-3

The Town of Avon is seeking qualified applicants to fill the position of Lead Counselor for the Park & Recreation's Summer Program. The Lead Counselor provides routine to complex administrative, supervisory, clerical and record keeping work related to the Summer Program and works under the direct supervision of the Playground Supervisor and Program Director.

Duties include but are not limited to: assist with 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; assist the Playground Supervisor with any injury/behavior/discipline incidents; oversee the process of daily sign ins; recognize and respond effectively to emergencies; assume responsibility and duties in the absence of the Playground supervisor; and 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.

Candidates must have a minimum of two years in higher education with major in field of education preferred. Must have over two years of recreational program experience. The Summer Program will run from July 5, 2023 through August 11, 2023. The work week is Monday through Friday from 8:00 a.m. to 2:30 p.m. with some late afternoon and evening hours required. This is a seasonal position with no benefits. The salary range is \$15.56 to \$16.35 based on experience. Full job description available upon request. Send Employment Application to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or e-mail at humanresources@avon-ma.gov. Review of applications will begin on May 10, 2023. EOE.