

Barrington Municipal Recreation Department - 2017

POSITION: Program Coordinator
SUPERVISOR: Recreation Director
AUTHORITY: Supervision of Day Camp Counselors.
Make recommendations on staff performances.
Make recommendations on program operations.
Actions required to carry out duties and responsibilities as set down in job description and by the Recreation Director.

DUTIES AND RESPONSIBILITIES:

- ❖ Daily supervision of day camp counselors and others working on the Day Camp / Playground Programs
- ❖ Direct involvement in the Day Camp / Playground programs
- ❖ Promotion of all programs
- ❖ Weekly reports and staff meetings
- ❖ Special events and trips for Day Camp / Playground programs
- ❖ Records of attendance, accidents, supplies, expenses.
- ❖ Pick up and distribute supplies for programs.
- ❖ Submit all receipts to the Recreation Director.
- ❖ Responsible to collect time sheets from counsellors.
- ❖ Assist with staff training with other recr. departments staff.
- ❖ Assist with the T-Ball program, pre-school soccer program, etc.
- ❖ Responsible for all monies taken in from the Day Camp / Playground programs.
- ❖ Weekly and summer evaluations of programs and staff
- ❖ Responsible for banquet (after the race, chowder) for marathon and any other duties assigned for this event.
- ❖ Responsible to change message on sign as directed by the Recreation Director.

WORK WEEK: 40 hours / week

SALARY: \$11.25 / hour

STARTING DATE: May 15, 2017

FINISHING DATE: August 25, 2017

NOTE: All interviews will take place on April 25, 26, 28, between the office hours of 8:00 am – 4:30 pm.

ONLY THOSE WHO WILL BE INTERVIEWED, WILL BE NOTIFIED.
