

TOWN AND VILLAGE OF WADDINGTON JOINT RECREATION COMMISSION SUMMER EMPLOYMENT OPPORTUNITIES

TWO POSITIONS OF LEADERSHIP FOR THE SUMMER READING PROGRAM

A 6 week, 4 day a week program starting in July 2022. The successful applicants should be: able to perform the outlined job description and responsibilities.

1. Organized, Driven, and Energetic
2. Enjoys working with students K-Grade 6
3. Team player who works well with others
4. Able to plan engaging read-alouds and exciting hands-on activities to follow
5. Classroom Management Skills Required

JOB DESCRIPTION/RESPONSIBILITIES:

1. Plan out 6 weeks of the program
2. Work with the Library Specialist to plan and collaborate on special Wednesday Presentations.
3. Plan a field trip (Create permission slip forms, have student health info, coordinate with Bus Driver, approve by Rec Committee, etc.)
4. Follow the budget to order any materials/items needed for crafts and activities
5. Have a Library Account to order the books (inner library loan) from local libraries that will follow the Summer Library theme (and also to plan your activities around)
6. Create and print daily sign in sheets which indicate picked up or bussed to the beach
7. Create a sign-up program form (This year the Google Sign up seemed to be successful with a lot of positive feedback.)
8. Create and send flyers with the program information to local newspaper, radio stations, town office for scrolling sign.

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SUPERVISING LIFEGUARD POSITION TOWN OF WADDINGTON BEACH

This position is for the 2022 summer season beginning end of May through August.

The supervising Lifeguard shall:

- Interview and assist in hiring all lifeguards.
- Schedule work hours, break, rotation.
- Ensure all rules are being enforced.
- Maintaining lifeguard certifications.

MINIMUM QUALIFICATIONS ARE:

Lifeguarding, First Aid, CPR/AED, and CPR for the Professional Rescuer certifications.

Salary commensurate with experience.

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SUMMER RECREATION DIRECTOR

Seeking a creative and outgoing summer recreation director that can design and implement daily fun activities that will enhance and entertain our participants in our summer program for children ages 5-12.

DUTIES INCLUDE: Creating/instructing, and leading a variety of both outdoor and indoor recreational activities, including, but not limited to, arts & crafts, active and passive games, sports, and more.

SUCCESSFUL APPLICANTS MUST HAVE: A sense of humor!, The ability to plan develop and implement the morning program, ability to provide leadership, motivation and supervision, while maintaining effective working relationships. Applicant must also possess CPR/AED, and CPR for the Professional Rescuer certifications.

Excellent communication, organization, and leadership skills to lead a staff are a must, as is a positive, outgoing, upbeat personality.

This is a 6 week, Monday through Friday, 8 am to 3 pm position beginning In July 2022. Salary commensurate with experience.

Applications will be accepted through March 31, 2022.

In person: 48 Maple St, Waddington; Mail: 46A Maple St., or

Email: waddingtontownclerk@gmail.com