



125 main st
Littleton NH, 03561

POSITION: RECREATION LEADER
REPORTS TO: REC DIRECTOR , CAMP DIRECTOR
SUPERVISES: YOUTH, VOLUNTEERS

CATEGORY: PART TIME
FLSA STATUS: NON-EXEMPT

Job Description: Recreation Leader Part Time

Duties:

- Opening and closing of park building and recreational areas.
- Preparing areas for safe usage.
- Looking out for any hazards to the public through use of the facilities.
- Supervising the public use of the amenities of Town Parks.
- Preparing concessions for daily use, stocking vending machines.
- Answering calls and taking messages as needed.
- Assisting the Recreation Director in programming planning, special events, and creation and distribution of flyers as needed.
- Updating website and Facebook as needed.
- Assisting the Summer Camp Director in all After School Program and Summer Camp activities and planning, to improve the Parks and Recreation Department.
- Be a leading member of a team oriented group.
- Direct Counselors and group leaders in day planning, facilitation, and teamwork in a positive manner.
- Prepare fields, courts, and classrooms for instruction.
- Prepare daily time sheets.
- Promote a cohesive team and positive work environment
- Perform general routine maintenance as required by supervisors. (E.g. picking up litter, cleaning floors, replacing toiletries, etc.)
- Follow the instruction of the Camp Director.
- Oversee safety in all activities of designated group.

- Be responsible for camper's health and overseeing proper administration of medications specified by parents/guardians. Including storing medications while at camp and on field trips.
- Attend and participate in opening and closing ceremonies, and all group games and activities
- Supervise and interact with children during activities, events, and special needs.
- Monitor children's interactions with in the group.
- Prepare, supervise, and assist kids for the pool.
- Participate in all activities with kids and counselors.
- Assist in trainings as required by Camp Director
- Assist the Camp Director and Director of Parks and Recreation in disciplinary issues that may arise.
- Communicate effectively and respectfully to parents, community members, and staff members

Knowledge/Abilities

- Knowledge of games, activities, coaching techniques, general maintenance, and rules to sports.
- General first aid preparedness.
- CPR certified.
- Maintain order and discipline with staff members and enforce departmental safety measures.
- Follow written and oral instructions.
- Leadership and communication skills.
- Establish and maintain effective working relationships with supervisors, associates, and general public.

Position Working Conditions/physical demands includes but not limited to:

- Constant noise
- Varied weather conditions
- Environment: Inside 50% outside 50%

Protective equipment used:

- Covered shoes/sneakers
- Proper clothing for the seasons

Lifting:

- Occasionally 0-20 pounds, 21-40 pounds, 41-60 pounds
- Rarely 61 pounds and above.

Updated 4/24/18

Updated by: Chris Wilkins

The Town of Littleton is an Equal Opportunity Employer