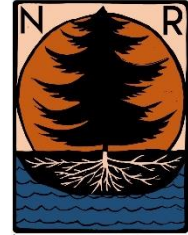


**Parks & Recreation Department**  
**Town of Nottingham**  
**P.O. Box 114**  
**Nottingham, NH 03290**



**Activities Attendant- Year Round**

**Summer Camp Assistant Supervisor- 9 Weeks**

**Starting Wage: \$15/Hour**

**Part-Time/Seasonal Full-Time: 40 hours per week during 9 weeks of summer; 26-30 hours per week during the balance of the year.**

As the Summer Camp Assistant Supervisor, responsibilities include assisting the Program Supervisor in managing activities lead by the counselors, following our behavior policy, mediating minor behaviors and injuries, and monitoring camp as a whole. Nottingham Parks and Rec provides high quality educational recreational opportunities, and enjoyable experiences for camp participants.

**Responsibilities:**

- Implementing camp programs and activities for participants provided by Program Supervisor.
- Supervising campers and ensuring their safety, development, and general well-being throughout the camp day.
- Working together and delegating tasks to staff and supporting staff to help with the flow of the camp day. Making sure summer camp groups stay on schedule.
- Reporting daily incidents, behavior (good and bad) to the camp supervisor; working with the supervisor to record reports as accurately as possible.
- Handling minor behavioral concerns.
- Helping with extra camps, beach supervision, field trips, prepping activities, etc.
- Maintaining a clean set up and breakdown of all activities; completing and delegating daily chores before the end of the day alongside staff and supporting staff.
- Being a resource for camp staff in coming up with activities and plans when needed.
- Continuously looking for opportunities to praise participants for their effort and success and remaining positive throughout the day.
- Being flexible if office staff need to make any changes to the groups, schedule, etc. Being a substitute counselor if necessary.
- Acknowledging parents with a pleasant demeanor if approached.
- Attending mandatory training prior to the summer camp season.
- Other duties, as necessary.

When acting as the Activities Attendant, responsibilities include assisting the department with monitoring onsite programming and activities. This includes but is not limited, to evening and weekend shifts.

**Responsibilities:**

- Providing excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem solving.

- Establishing and maintaining effective working relationships with co-workers, volunteers, public groups, agencies, school officials, the media and town officials.
- Meeting with individuals, instructors, community groups, and school personnel to assure programs and activities are proceeding efficiently.
- Responsible for the security of Town Facilities (including closing and securing the building for the night), preparing, and submitting accident/incident reports, ensuring the safety of program participants, and providing first aid, if necessary.
- Enforcing all program policies and procedures with staff, parents, and children.
- Communicating with Assistant Director and Program Supervisor about daily activities of each program, including immediate notification on accidents and/or injuries.
- Assisting patrons with program enrollment and class registration. Register participants for classes, handle money, and perform other registration-related procedures.
- Ensuring the department financial and deposit policies are being followed.
- Assisting staff, instructors, and volunteers, with program set-up, event preparation, and program implementation.
- Assisting in the implementation of a variety of community events throughout the year.
- Providing information and assistance over the phone and in person about programs, activities, gym rentals, and other general information.
- Performing filing duties and operating standard office equipment including computer, copier, LCD projector, cameras, and cell phones.
- Attending staff meetings and working the occasional day-time shift, as required, and performing custodial duties, as needed.
- Willing to continue education through trainings to maintain awareness of current trends.
- Willing to understand that weekly & seasonal schedules may be adjusted due to new programs will be added to recreational offerings.
- Perform related duties as assigned.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

### **Knowledge, Skills, and Abilities**

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in recreation and/or experience in recreation and education are preferred but not required.
- Minimum of 3 years of experience in Recreation including but not limited to Before/after care programs, camps, youth sports, community events and drop-in program preferred.
- Excellent professional verbal and written communication skills.
- Proficient in Microsoft Office suite and other applicable software's utilized by the department.
- First Aid/CPR Certified or willingness to become certified.
- Additional training may be required after employment begins.
- Completion of background check prior to hire.