



Office of HUMAN RESOURCES
LISA SEYMOUR
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Town of East Hampton

Position Opening

Parks and Recreation Program Counselor – Afternoon Adventures

The East Hampton Parks and Recreation Department is seeking applications for a part-time Program Counselor. Responsibilities include, but are not limited to, overseeing the after-school program and its participants, planning and promoting activities and answering telephone calls. Monday – Friday. 3:00 pm-6:00 pm. \$10.10 per hour. EOE/AA/M-F.

Please submit a cover letter and employment application by Friday, February 22, 2019, or until filled, to the Town of East Hampton, Department of Human Resources, 20 East High Street, East Hampton, CT 06424.
www.easthamptonct.gov.

Posting Date: 2/5/2019
Closing Date: 2/22/2019 (or until filled)

Distribution list:

- o M. Angeli, NAGE
- o S. Mullen, MEUI
- o M. Hanlon, ASFCME
- o Town Departments/Emails
- o East Hampton High School
- o Rivereast News (2/8/2019)
- o CRPA (CT Recreation & Parks Association)
- o www.easthamptonct.gov

Parks & Recreation Program Counselor **(Afternoon Adventures after school program)**

(Part-time)

General Statement of Duties:

The Program Counselor is responsible for assisting with developing, coordinating, and directing varied activities involved in an after-school program and the supervision of its participants.

Examples of Work:

- Supervision of assigned group.
- Assist with planning activities on a daily and weekly basis.
- Contribute to weekly newsletter.
- Work and communicate effectively with staff and supervisors.
- Provide supervision for extended hours.
- Organize, lead, and promote interest in recreational activities.
- Greet new arrivals to activities; introduce them to other participants; explain facility rules.
- Enforce rules and regulations of recreational facilities, maintain discipline, and ensure safety.
- Communicate with student, parents, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Answer telephones, direct calls, and take messages.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Speaking - Talking to others to convey information effectively.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Social Perceptiveness – Possess an awareness and understanding of people’s reactions.

Mathematics - Using mathematics to solve problems.

Acceptable Experience, Education, and Qualifications:

- At least one or more years of High School attendance required.
- Ability to work well with children; prior experience working with children between the ages of 4-12 preferred.
- Ability to follow verbal and or written instructions.
- Ability to work under stress and handle stressful situations.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear.

The employee is required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in inside and outside weather conditions in an after-school program setting. The noise level in the work environment is moderate.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.