



TOWN OF MONROE

PARKS & RECREATION DEPARTMENT

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2806
www.monroerec.org



Missy Mendygral Orosz, M.S., CPRP
Director of Parks & Recreation
mosorz@monroect.org

JOB DESCRIPTION

Job Title:

Tweens Adventure Summer Fun Days Coordinator

Reports To:

Recreation Supervisor

Department:

Parks & Recreation

Union Affiliation:

N/A

FLSA Classification:

Non Exempt (Seasonal)

DESCRIPTION

I. Job Summary

Manage and interact with children in summer day camp setting.

II. Essential Duties and Responsibilities

- Follow a weekly group schedule and manage age level group within that schedule.
- Manage all sign in/sign out for program.
- Assist and inform parents about matters regarding their child and the program.
- Maintain positive relationships with parents.
- Submit time sheets, trip receipts and first aid reports in a timely manner.
- Participate in lunch with campers.
- Assist specialists during activity time.
- Participate with campers and other staff in whole group and small group camp activities.
- Abide by all camp rules and codes of conduct.
- Work with other counselors and activity specialists to plan age appropriate activities for non-planned time (games, read aloud, etc.)

- Attend all staff meetings and assist in cleanup at the end of the day, after lunch, and the last day of camp.
- Ensure all participants are supervised and safe on field trips.
- Perform other duties as assigned by the Recreation Director/Camp Director.

III. **Minimum Qualifications**

- A. Education: High School Diploma or GED; some college work in Education/Recreation.
- B. Experience: Minimum of 18 years of age, preferably 21 years of age or older. Minimum of two years' experience working with middle school aged children and/or a camp setting.
- C. Skills and Abilities: Dedication to putting the well being of children first. A good role model of high integrity committed to the Tweens Summer Adventure Program. Ability to work as a team member, be flexible, and learn from feedback. Availability to work the summer season with minimal time off, if any.

IV. **Physical Requirements**

Ability to interact with children during activities including stand, walk on uneven terrain, sit, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds

V. **Work Environment**

Outdoor summer camp setting.