

TITLE: PROGRAM MONITOR
SALARY: \$9.00hr STARTING SALARY
PROGRAM: ANDREA MCCOY RECREATION CENTER
DEPARTMENT: PARKS, RECREATION & BEACHES

FUNCTION: Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

SUPERVISION RECEIVED: Works under the general supervision of the Andrea McCoy Recreation Center and the Director of Parks Recreation & Beaches.

SUPERVISION EXERCISED: Supervises program participants, volunteers, etc. as directed.

RESPONSIBILITIES: Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Performs data entry and other clerical functions as directed

SPECIAL REQUIREMENTS: Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

TOOLS AND EQUIPMENT: Athletic equipment, games, arts and crafts supplies, etc.

PHYSICAL DEMANDS: The physical demands described 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 this job, the employee is frequently required to walk, sit and talk and hear. The employee is occasionally required to handle, feel or operate objects, tools or controls. The employee is regularly required to climb or balance; stoop, kneel, crouch, crawl, run and jump.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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 may be required to work outside under different weather conditions exposed to wind, sun, humidity and airborne particles.

The noise level is what is expected when large groups of people are present.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference checks; and some job-related tests may be required.

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.

This position is of a seasonal nature. It is not entitled to benefits.