

Job Summary:

This position is part time throughout the school year on half days as well as a few miscellaneous dates of other programs. You may be asked if available to also help out during winter and spring recess. Employee must provide guidance, support and leadership to group of program participants and coworkers. Professionalism is to be shown when working with other staff members, parents as well as program participants at all times. Always put the safety of the program participants above all else.

Qualifications

- Must be at least 16 years of age
- Up to date CPR and First Aid Certificate
- Previous child care experience is preferred but not mandatory
- Desire and ability to work with children in a group setting
- Ability to accept supervision and guidance when needed
- Ability to assist in teaching and/or leading an activity, game and craft

Duties and Responsibilities:

- Work in Cooperation with other staff members, volunteers and parents
- Be responsible for the well-being of each individual at the program
- Develop and maintain positive relations with all staff, parents and program participants
- Appropriately assist those who may need help adjusting to the atmosphere of the program
- Work with the program participants' parents and other staff members to foster a respect for the Town of Bolton Property and instill a civic duty to keep the camp clean
- Take Precautions to prevent injury and minimize or eliminate hazardous situations
- Complete all necessary reports
- Uphold all policies rules and regulations of the Bolton Recreation Department
- Carry out any additional duties assigned by supervisory staff members
- Availability for ALL of the school year dates listed on the next page
- Participate with students in all scheduled crafts and activities
- Be flexible and prepared for any and all changes within schedules that arise while working with program participants

2020-2021 school year dates- (Must be available all dates provided below)

September 18 (11:30am-5:30pm)

October 9 (11:30am-5:30pm)

October 13 (7:30am-5:30pm)

October 30 (11:30am-5:30pm)

November 3 (7:30am-5:30pm)

November 23 (11:30am-5:30pm)

November 24 (11:30am-5:30pm)

November 25 (11:30am-5:30pm)

December 4 (11:30am-5:30pm)

January 15 (11:30am-5:30pm)

February 12 (7:30am-5:30pm)

March 5 (11:30am-5:30pm)

March 18 (11:30am-5:30pm)

March 19 (11:30am-5:30pm)

March 26 (11:30am-5:30pm)

Monday April 13 - Friday April 17 (Hours between 7:30am and 5:30pm TBD)

May 7 (11:30am-5:30pm)