

Position Title:	Playground Program Leader	Date Revised:	March 24, 2021
Department/Subdivision:	Recreation	Classification:	Seasonal / Full-Time Non-exempt
Salary Scale/Grade:	Technical / 2	Reports to:	Program Coordinator

General Description:

Under direction of the Program Coordinator, the Playground Program Leader is responsible for developing, coordinating, and conducting activities within budget while maintaining safety standards for the Playground Program. The Playground Program Leader supervises and directs Playground Staff. The Playground Program Leader supervises campers at all times, keeps an accurate record of daily attendance, and conducts camper check-in and check-out. The Playground Program Leader is responsible for a weekly parent newsletter.

Essential Duties & Responsibilities:

- Ability to communicate positively and effectively with campers, parents, and staff.
- Ability to adapt to changing needs and circumstances including weather situations.
- Must demonstrate strong problem-solving and conflict resolution skills.
- Supervise campers at all times. Ensure all campers are engaged and being safe and respectful.
- Responsible for developing, coordinating, and conducting activities within budget, maintaining safety standards for the Playground Program.
- Create calendar and weekly newsletter for parents.
- Supervise and direct Playground Program staff.
- Involved with the development and supervision of Playground Program field trips.
- Monitor activities of children in the Playground Program and on field trips, as directed by Recreation Department and Town policies.
- Responsible for recommending the purchase of equipment and supplies for playground activities, as well as those needed to ensure the health and safety of campers and staff.
- Responsible for posting special bulletins pertaining to the Playground Program at the bathhouse.
- Keep records on daily attendance and conduct camper check-in and check-out.
- Ensure that Playground Program staff drop off and pick-up campers from swimming lessons or other on-site additional activities, as necessary.
- Clean (sweep, wash supplies/materials, wipe down tables etc.) at the end of each day.
- Responsible for creating weekly work schedules for Playground Program staff.
- Conduct performance reviews for Playground Program staff at the end of each season.

- Conduct weekly supply checks including Playground Program equipment/supplies, first aid supplies, documents, cleaning supplies, etc.
- Provide Program Coordinator with feedback regarding Playground Program staff performance.
- Respond to injuries following emergency action plan.
- Responsible for immediately reporting emergencies, accidents, or other problems to the Recreation Director & Program Coordinator.
- Responsible for completing the appropriate accident forms, documenting all injuries sustained during the Playground Program.
- Oversee that all necessary records, reports, logbooks, and opening/closing checklists are maintained by Playground Program staff.
- Perform all other duties as assigned by the Program Coordinator or Recreation Director.
- Attend pre-season orientation and in-service trainings.
- Must be prompt and courteous at all times. Do not permit or promote rowdiness.
- Maintain positive community relations.

Competencies:

- Ability to effectively communicate verbally and in writing and able to speak fluent English.
- Ability to receive and relay information and instructions to staff and patrons.
- React to emergency signaling via whistle, air horn or other warning devices.
- Ability to observe PRD staff and campers and to react quickly in an emergency.
- Organization and attention to detail is required.
- Ability to maintain effective working relationships with campers, staff, and community groups.
- Ability to project a positive public image.

Required Education & Experience:

- Playground Program Leaders must be at least 18 years of age.
- Must be able to work with all ages of the general public.
- Basic lifesaving skills (CPR/AED and Basic First Aid).
- Must demonstrate alertness and common sense in dealing with situations.

Supervisory Responsibilities:

- The Playground Program Leader is responsible for developing, coordinating, and conducting activities within budget, maintaining safety standards for the Playground Program. The Playground Program Leader supervises and directs playground staff.

Work Environment:

- 80% outdoors/20% indoors, depending on weather
- Handle cleaning agents

Physical Demands:

- Walking, possibly up to two miles. Running around playground from time to time. Bending to interact with campers on their level. Sitting while Arts and Crafts projects are done. Carrying supplies up to 25 pounds.

Travel:

- Requires travel between Cunningham Pond and Adams Pool.
- Requires regional travel for Playground Program field trips.

Position Type / Expected Hours of Work:

- Seasonal position. Average of forty-fifty (40-50) hours per week.
- Ability to work evenings as necessary for occasional overnight campouts. Must be able to work entire 8-week Playground Program season, Monday-Friday, in the summer.

Additional Eligibility Qualifications:

- Certification Required for Basic First Aid, CPR and AED.

Work Authorization / Security Clearance:

- Must pass a pre-employment drug screening.
- Must pass a Local, State, and Federal criminal background check.
- Must pass a State of New Hampshire Department of Motor Vehicles background check.

EEO Statement:

The Town of Peterborough provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Town of Peterborough complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leave of absence, compensation, and training.

Duties & Responsibilities are Subject to Change:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Department Director _____ Date _____

Human Resources _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____