

PART-TIME HELP WANTED – Seasonal

ALBERT AVENUE SUMMER RECREATION CAMP ADULT GROUP LEADER

The Milltown Department of Recreation is seeking highly motivated individuals who are at least 18-year-old by March 31st, who have a genuine love for working with children in an outside camp atmosphere. Be part of an integral member of Albert Avenue Summer Recreation Camp program team. Provides supervision, instruction and ongoing assistance to Program Director, Site Director, staff and campers. Assign/oversee staff tasks; set up/take down of equipment/supplies, etc.; supervise participants and implement assigned programs; complete and submit all required paperwork by set deadlines. Responsible for assessing and making recommendations to Site Director as to program equipment and supply needs; monitors safety of all aspects of program and campers. Follow protocol regarding handling of behaviors, accidents and incidents; files appropriate reports for such incidents. Assist in the care, cleanliness, and security of the facility and surrounding grounds used by campers during the program. Communicate all pertinent issues affecting programs to Site Director in a timely manner. Responsible for implementing policies and procedures regarding facilities and program. Participate in all required trainings in compliance with the program standards. Communicate clearly, honestly and respectfully with staff, parents and campers. Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the camper. Create a positive and professional environment while promoting and enforcing program policies and procedures. Must be available and willing to commit to a 6-week commitment. Vacations should be scheduled before or after camp. Previous experience in camp surroundings requested but will train. Excellent interpersonal and communication skills; demonstrates a history of responsibility, dependability and maturity; ability to be flexible, creative and adaptable to situations. Current First Aid/CPR certification and Blood Borne Pathogens required. Certification classes are offered through the Recreation Department. Ability to consistently lift, carry and load sports equipment and group bins. Commitment to a positive, fun and team-oriented working environment. Summer hours: 8:30 am to 12:00 pm, weather permitting. Camp season: Starting on Monday, July 6th and ending on Friday, August 14th. Please submit a Milltown Borough Employment Application to Julie F. Petry, Recreation Director, at 39 Washington Avenue, Milltown, NJ 08850 or email jpetry@milltownboro.com. Please include position on application. Application deadline is: March 31, 2020. The Borough of Milltown is an Equal Opportunity Employer.