

TOWN OF SOMERS DEPARTMENT OF PARKS AND RECREATION EMPLOYMENT OPENINGS

POSITION: DIVISION HEAD - DAY CAMP

Part Time: Monday-Friday, 6 weeks 7/1-8/9, The minimum required hours are 8:30 AM to 3:30 p.m. or until all divisional campers are signed out. Optional hours include, one or more days a week from 8:00-9:00a.m and 3:30 –6:00 p.m. to supervise the AM and PM programs. Additional hours as required for meetings, trips, or any special situations that would require your assistance.

Salary: \$500.00 per week

Requirement: Must be 20 years of age and be able to work the whole 6 weeks of camp.

Duties:

- Responsible for implementing the Day Camp program for the particular age group to which you have been assigned.
- Coordinate and supervise all trips for your assigned age group.
- Supervise morning assembly and afternoon dismissal.
- Supervise overall camp day operation, to include lunchtime.
- Assist Specialists with program plans, needs, etc.
- Assist the Administrative Staff as requested.

POSITION: FIRST AID SUPERVISOR DAY CAMP

Part Time: Monday-Friday, 6 weeks 7/1-8/9, 8:45 a.m.-3:15 p.m.

Salary: \$460.00 per week

Requirement: Must be 20 years of age and be able to work the whole 6 weeks of camp.

Duties:

- First Aid
- Treat Minor Illness
- Assess and initiate treatment in emergency situations
- Maintain Health and Medication Records and Logs
- File incident reports with Assistant Director (or Office)
- Receive and review health and medications forms from parents.
- Answer questions.
- Prepare medical log book.
- Check inventory of medical supplies weekly, reporting anything that needs replacement

Minimum Qualifications:

- Current or able to obtain CPR & First Aid RTE Certification
(*qualifying courses provided*)
- Experience working with children, youth, and young adults
- Current Driver's License

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE RECREATION OFFICE
(914) 232-8441