

**The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to [Personnel@newmilford.org](mailto:Personnel@newmilford.org)**



## **Town of New Milford Parks & Recreation Department**

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

### **Job Description: Site Supervisor**

**POSITION:** Site Supervisor

**REPORTS TO:** Camp Director, Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** Northville Elementary School

**SEASONAL:** 35 Hours/Week

#### **MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

#### **GENERAL STATEMENT OF DUTIES:**

Responsible for overseeing staff and program participants at camp sites, including scheduling and coordinating activities.

#### **ESSENTIAL FUNCTIONS**

- 1) Able to maturely and competently supervise children and be a positive role model.
- 2) Plan and implement program activities that are culturally relevant, developmentally appropriate and consistent with Parks and Recreation core values.
- 3) Assist in training and supervising staff as they work with and manage their groups of children.
- 4) Assist in development of daily schedules and ensure timeliness of activities and day flow.
- 5) Support counselors as needed with camper behavioral issues.
- 6) Serve as Director of First Aid for the camp, including keeping appropriate records and supplies.
- 7) Follow Parks and Recreation policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- 8) Be able to exercise proper judgment when dealing with children, staff, or parents.
- 9) Adhere to program standards including safety, cleanliness, timeliness, and proper dress.
- 10) Attends staff meetings and trainings.

#### **PHYSICAL REQUIREMENTS:**

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel, climb stairs and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach and lift above shoulders.

- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Withstanding constant and repeated exposure to nature's elements: rain, sun, wind, cold and heat.

**MINIMUM QUALIFICATIONS:**

- Ability to provide leadership and act as a positive role model to youth.
- Must possess good written and oral communication skills.
- Organizational and record keeping skills are also necessary.
- Must be willing to work flexible hours.
- Certified in First Aid and CPR.

**EDUCATION, TRAINING AND EXPERIENCE:**

High School Diploma with a minimum of two years' experience as a counselor in a camp setting preferred.

**PRE-CAMP**

- Attend pre-camp planning meetings to develop program goals, activities, schedules, etc
- Attend all staff training days
- Help in promoting summer camp at various pre-camp events if possible.

**IN-CAMP**

- Arrive at camp by 8:30 a.m. and stay until 3:30 p.m. or until buses have cleared.
- Assist with and/or lead staff meetings as needed.
- Supervise planned activities with a focus on daily schedules and day flow.
- Supervise camp staff including counselors and counselors-in-training.
- Manage daily attendance and report to Directors. Provide follow up with absent campers.
- Assist in camp wide activities, rainy day activities, field trip activities, opening/closing activities.
- Support Camp Directors as needed with camper behavioral issues.
- Assist with First Aid and medical issues as needed.
- Plan and implement activities focused on camper, staff, and camp morale.
- Maintain inventory of camp supplies and report needs to the Camp Director.
- Maintain highest safety standards at all times, with a focus on risk management.
- Maintain camp rules and policies and assume role in camp emergency procedures.
- Supervise and work with staff as they build their group management and leadership skills and participate in staff evaluations.
- Be responsible for communicating to the Camp Director any conflict situations with children, staff, and/or families.
- Keep all areas used clean, maintained and suitable for use by staff, campers and families.
- Act in a manner that promotes the core values and mission of New Milford Parks and Recreation.
- Any other duties as assigned.

**AGREEMENT BETWEEN CAMP STAFF AND CAMP DIRECTOR:**

- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of Parks and Recreation Camp impossible or should enrollment not equal expectations.

- My paperwork for payroll must be turned in by the first day of camp training. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.
- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the Parks and Recreation camp season. Usage will result in immediate dismissal.
- I give permission for Parks and Recreation to secure medical treatment for me in case of an emergency.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

The Town of New Milford is an Equal Opportunity Employer.

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Date

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving	X			
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.