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**Town of Norwell Recreation Department**

**Position Description: Summer Site Supervisor (SCENE Program)**

The **Summer Site Supervisor (SCENE Program)** is responsible for the overall supervision of the program site. This position is responsible for the well-being of program participants, program staff and volunteers. The **Summer Site Supervisor (SCENE Program)** is expected to provide a positive, safe and fun environment for staff and program participants. In conjunction with the Recreation Superintendent, this position is responsible for setting and carrying out the programs goals and objectives and providing a quality activity to participants. This position is under the direct supervision of the Recreation Superintendent. Work is evaluated through field visits, meetings and reports.

**General Responsibilities**

* Perform research to provide program with creative and innovative ideas and activities.
* Attend and assist in leading all training sessions, staff meetings, planning sessions.
* Arrive on time for all program dates, staff meetings, and scheduled activities.
* Organize and lead groups of varied abilities in activities such as games, sports, contests, dramatics, arts and crafts, field trips, etc.
* Provide welcoming and engaging environment for participants
* Assist program staff in the conduct and instruction of the daily activities.
* Gather, organize and inventory all supplies and equipment.
* Inspect, clean and maintain safe play area, equipment and facilities.
* Help maintain discipline and good sportsmanship among program participants.
* Complete reports (i.e. attendance, accident/incident, program evaluations).
* Ensure timely and accurate reporting of time sheets.
* Ensure safe arrival and departure from field trip sites.
* Effectively delegate responsibilities, empower site leaders and provide leadership to SCENE staff.
* Effectively resolve disciplinary issues and conflicts among program participants and staff.
* Prepare and conduct staff evaluations.
* Communicate with participants and parents any program changes, emergencies, disciplinary matters.
* Acts as a liaison between the Norwell Recreation Department and the general public.
* Supervise and assist with the closing of the program site, ensuring facilities are cleaned and returned in proper condition and all Norwell Recreation equipment is returned to the Norwell Recreation Department.
* Dress appropriate for activity (staff shirt, active wear pants/shorts, name tag, lanyard whistle, and gym shoes).
* Serve as a positive role model for participants and fellow staff. Staff should not discuss inappropriate topics, use profanity, or have tobacco, alcohol or illegal drugs on their possession while working.
* Use cell phones or electronic devices for work-related business or emergencies only.
* Project a positive image of self and Norwell Recreation on social media platforms. Photos should not be taken or posted in staff shirt during non-work hours.
* Perform all other duties as assigned.

**Knowledge, Skills and Abilities**

* Knowledge of the basic philosophy and mission of the Norwell Recreation Department.
* Able to plan and lead participants in diversified recreation activities.
* Able to work cooperatively with staff.
* Able to effectively communicate with employer, fellow staff, participants, and program participants.
* Able to solve problems as they occur.
* Certified in CPR/AED/First Aid.
* Able to create and maintain enthusiasm among participants.
* Able to exercise tact and good judgment in maintaining order and discipline among participants and staff.
* Establish effective working relationship among staff, participants and general public.
* Able to learn and apply rules and regulations and pertinent recreation techniques, methods and personnel policies of the Town of Norwell and Norwell Recreation Department.

**Minimum Requirements:**

* 20 years or older with High School diploma.
* 1-2 years of experience as SCENE Site Leader.

**Preferred Requirements:**

* Currently employed or pursuing course of study in recreation, elementary education, physical education, management or related field.

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**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description of this position, understand the duties and responsibilities as assigned and will perform to the best of my ability to fulfill these obligations. I understand that the position is a Summer Seasonal position and I will not be eligible for unemployment benefits at the culmination of Summer 2023.**

**I understand if I have any questions, I should seek the assistance of the Recreation Superintendent.**

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**PRINT NAME**

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**SIGNATURE**