



Walpole Recreation Department

30 Stone Street | Walpole, MA | 508.660.6353
www.walpolerec.com

JOB POSTING TOWN OF WALPOLE

POSITION: Program Director – *SUMMER REC* Summer Program
DEPARTMENT: Recreation
WAGE: \$13.80 - \$18.25 / hr D.O.Q.

Application Deadline: April 1, 2016

POSITION DESCRIPTION:

The Walpole Recreation Department is seeking energetic, responsible, and reliable applicants to direct its *SUMMER REC* program for summer 2016. *SUMMER REC* offers an array of fun activities for youth in grades 1-5 including games, indoor and outdoor sports and exercise, computer lab, and more. This position will be primarily based at the Boyden Elementary School and at Blackburn Memorial Hall for administrative duties. The ideal candidate would be available Monday – Friday between the hours of 8:00AM – 5:00PM beginning in late-June through the middle of August.

RESPONSIBILITIES INCLUDE:

Primary and direct responsibility over the day-to-day operation and supervision of the *Teen Extreme* Summer Program, including planning, organizing, and coordinating activities, supervising program staff, and promoting the program.

QUALIFICATIONS AND EXPERIENCE:

Must be 18 years of age or older, must hold current CPR and First Aid Certification. At least two years of recreation program experience preferred.

SALARY AND BENEFITS:

This is a full-time, non-benefit seasonal position during our summer program season; \$13.80 - \$18.25/hr.

TO APPLY:

Please visit the Town of Walpole's website at www.walpole-ma.gov, visit the Recreation Department's website at www.walpolerec.com, or apply in person at Blackburn Memorial Hall located on Stone Street.

All seasonal employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.

Official Title: R-1 Program Director