

TITLE: PROGRAM MONITOR
SALARY: \$11.00 - \$14.00/hr
PROGRAM: ANDREA MCCOY RECREATION CENTER
DEPARTMENT: PARKS, RECREATION & BEACHES

FUNCTION: Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads others in recreational activities, and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

SUPERVISION RECEIVED: Works under the general supervision of the Andrea McCoy Recreation Center Manager and the Director of Parks, Recreation & Beaches.

SUPERVISION EXERCISED: Supervises program participants, volunteers, etc. as directed.

RESPONSIBILITIES: Ensures a safe, productive and caring environment for children and staff. Provides a safe, productive, caring environment for children and staff by ensuring the building and equipment are safe to use. Secures premises by carefully adhering to policy and procedure. Follows admittance protocols for participant and staff safety. Supervises all daily activities such as physical fitness, arts and crafts, and more. Assists PRB staff in planning & conducting recreation programs, activities and events, participating when needed. Provides guidance to recreational aides, volunteers and mentors. Responsible for providing a safe place for kids to learn and have fun.

Welcomes members and guests to the recreation center; provides information on the recreation center's services, answers questions and offers assistance. Assists new members in completing the registration procedure. Hands out membership cards and maintains database. Collects payments from participants and handles revenue according to procedures. Completes daily shift summaries and performs data entry and other clerical functions as directed.

SPECIAL REQUIREMENTS: Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT: Athletic equipment, games, arts and crafts supplies, etc. Personal computer, copy and fax machines, telephone.

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is frequently required to walk, sit and talk and hear. The employee is occasionally required to handle, feel or operate objects, tools or controls. The employee is regularly required to climb or balance; stoop, kneel, crouch, crawl, run and jump.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work outside under different weather conditions exposed to wind, sun, humidity and airborne particles.

The noise level is what is expected when large groups of people are present.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference checks; and some job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is of a seasonal nature. It is not entitled to benefits.