



Eliot Recreation Department

1333 State Road - Eliot, Maine 03903

Heather Muzeroll-Roy, Director
Meg Roche, KidsPLAY Director and Program Coordinator
Lindsay Jardine, Admin. Assistant and Events Coordinator

Job Description

- Job Title:** Summer Group Leader- KidsPLAY/Youth Bound
- Department:** Recreation Department
- Reports To:** KidsPLAY Director > Director
- Qualifications:** Applicants must be at least 17 years old and/or going into their senior year in high school
- Requirements:** Flexible work schedule to include mornings, evenings, and weekend hours. Valid Driver's License. First Aid and CPR Certification. *(May be provided by the Community Service Department if necessary).*
- General Description:** Group leaders are responsible for assisting with the organization, implementation, and supervision of daily activities arranged for the Youth Bound and KidsPLAY Summer Camp Programs. Must have an understanding of age-appropriate behavior and the ability to set limits to maintain safety. This employee needs to be flexible, and enjoy working in a busy environment. *This is a non-union, seasonal position.*
- Duties**
- To Include, but not limited to:***
- Attend all pre-training staff sessions as scheduled prior to the first day of camp.
 - Assist with the daily upkeep and cleanup of program facilities.
 - Assists with daily plans, organizes, schedules, and prepares all activities under the direction of the KidsPLAY Director.
 - Able to communicate effectively to parents if needed.
 - Able to coordinate and carry out activities as assigned by the On-Site Director.
 - Promote and adhere to department and local government policies and guidelines.
 - Other duties may be assigned by direct supervisor when necessary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required

Approval

Date