



City of Woburn, EOE, pop. 38,000, budget \$144M, seeks qualified candidates for the following Part time seasonal positions in the Recreation Department.

- **Club Rec Summer Program Supervisor**
- **Outdoor Pool Supervisor (Weekends)**
- **Lifeguards**
- **Summer Camp Counselors**

Description of all positions are listed below

Resumes or applications may be mailed to Rory Lindstrom, Recreation Department, Woburn City Hall, 10 Common St., Woburn, MA. 01801, faxed to 781-897-5809, or emailed to rlindstrom@cityofwoburn.com Until position is filled. Applications can be found at www.woburnrec.com or at the Recreation Office.

For more information regarding any of the positions below please contact Rory Lindstrom.

Club Rec Summer Program Supervisor

Job Title: Club Rec Summer Program Supervisor

Hours of Work: Monday – Thursday 8:30am – 3:30pm, Friday 8:30am – 1:30pm

Dates of Employment: July 11th – August 12, 2022 (Planning hours before program begins)

Wage: \$22 - \$25 per hour, possibly more with education and experience. No Municipal benefits. This position is Non-Union.

General Function

The Director must be a highly motivated, energetic, creative, and reliable individual who engages with the children of our program. Responsibilities include supervision of all staff at the Club Rec program, effective communication with parents and ensuring the safety of all the children at the program. The director will plan and coordinate all activities to ensure a successful program. The Club Rec Director will report directly to the Recreation Director and Assistant Recreation Director.

Duties and responsibilities

- Plan, teach, follow-up and evaluate the work of camp staff
- Lead and supervise a group of children in activities effectively
- Evaluate emergencies and unexpected situations and promptly respond in an appropriate manner

- Apply appropriate behavior management techniques while teaching staff and building relationships with parents to best serve the children.
- Develop and maintain effective working relationships with staff, children (individually and in groups) their family members, and the public.

Education, Experience, and Certifications

- Must be at least 21 years old
- High School Graduation or the equivalent, preferably a bachelor’s degree in Education, Recreation, or related field
- Minimum of 2 years of experience leading and supervising groups of children in a recreational or school setting. Experience supervising staff preferred.
- Current certification in First aid, CPR, or able to become certified before program begins.

Pool Supervisor

Job Title: Outdoor Pool Supervisor

Hours of Work: Weekends and occasional weekdays

Date of Employment: July 1st – August 21st

Wage: \$18 - \$20 per hour. No Municipal benefits. This position is Non-Union.

General Function

Must be 21 years of age or older. The Pool Supervisor will ensure safe operation of the 3 outdoor aquatic facilities. Must have knowledge of pool maintenance, chemical balancing, facilities maintenance or the ability to learn these tasks. This pool supervisor will report directly to the Recreation Director, Assistant Recreation Director, and Head Pool Supervisor.

Duties and responsibilities

- Perform morning rounds of the pools before they open each weekend day.
- Ensure that all of the chemicals and pool equipment is properly working and balanced for the pool to open for that day.
- Inspect the bathrooms of all the pools and clean, stock any supplies that are needed.
- Ability to be on call during the day if any issues arise during the pool day.

Education, Experience, and Certifications

- Must be at least 21 years old
- High School Graduation or the equivalent, preferably a bachelor’s degree

Lifeguards

Job Title: Lifeguards & Lifeguard Substitutes

Hours of Work: Monday – Friday and rotating weekends. Shift times vary. Subs are on call weekdays, weekends, and evenings.

Dates of Employment: June 25th – August 22nd

Wage: \$16.50 - \$18.25 per hour depending on experience & qualifications. No Municipal benefits. This position is Non-Union.

General Function

The Lifeguard is responsible for the direct supervision of swimmers in the pool and pool area. Enforces all safety rules & regulations at the pool. Responsible for opening and closing of the pools, testing pool water, and other various tasks. Performs light maintenance, facility, and custodial work as need (trash pickup, cleaning bathrooms, etc) and other related duties as assigned.

Qualifications

- Must be 16 years old
- Must currently hold certification in Lifeguard Training, CPR, First Aid or the ability to get the certification before the season begins.

Summer Youth Program Counselor

Job Title: Summer Youth Program Counselor

Hours of Work: Monday – Friday; Full Time & Part time opportunities

Dates of Employment: June 27, 2022 – August 20, 2022

Wage: \$14.25 - \$15.00 per hour, based on education and experience. No Municipal benefits. This position is Non-Union.

General Function

Under supervision of the Recreation Director & Assistant Recreation, a Counselor is responsible for an assigned group of children, ranging in ages from 3-14. The Counselor will lead and circulate their group through a variety of activities throughout the day, while engaging and interaction with their group.

Duties and responsibilities

- Leads recreational and educational activities, games, sports, arts and crafts, theme days, field trips and more for groups of children.
- Oversee safety of all children and make sure all safety rules are followed.
- Set up and maintain equipment & take attendance.
- Resolve occasional conflicts between children and address behavioral issues with proper behavior management techniques.
- Perform miscellaneous job-related duties as assigned.

Qualifications

- Must have experience working with children, an outgoing and positive personality, be a positive role model, show good judgement with decision making, demonstrate leadership skills, be responsible, trustworthy, honest, sincere, and helpful.
- Group Management skills including keeping headcounts and maintaining proper staff: children ratios, handling conflicts within the group in a positive and constructive manner, adapting to schedule changes, ability to react calmly and effectively in emergence situations and stay neutral and calm when handling difficult situations.