

TOWN OF STAFFORD

SEASONAL WATERFRONT AND RECREATION CAMP POSITIONS

Aquatics Coordinator

Aquatics Coordinator	
Duties	<p>Responsible for ensuring adequate Lifeguard and Gate Attendant staffing, equipment and additional resources are in place for the safe and sanitary operation of Staffordville Beach and designated swimming area used by Town residents and Summer Recreation Camp Program. Supervises Lifeguards and Water Safety Instructors who are conducting swim lessons. Collaborates with Summer Recreation Camp staff and Town Parks Department staff as needed to ensure smooth operation of waterfront and beach activities.</p> <p>Complies with all emergency procedures engaging additional emergency assistance when needed and prepares and maintains accurate incident reports. Monitors all activity in and around the swim area, conducts rounds of the beach area, advises patrons of rules and enforces them, and performs water rescues and other lifesaving measures as needed. Plans, organizes and attends all required staff meetings and training sessions, schedules staff coverage for all operating hours and prepares the swim lesson schedule. Provides guidance and direction to Water Safety Instructors on effective teaching methods and identifying swim skill levels.</p>
Qualifications	<p>Must be at least 21 years of age prior to employment Current YMCA or American Red Cross (ARC) Lifeguard Training Certification and (ARC) Waterfront Lifeguard Module Current Water Safety Instructor (WSI) Training Certification CPR/AED for the Professional Rescuer Certification (infant, child, adult) First Aid and Oxygen Administration Certification Valid motor vehicle operator's license Minimum of two (2) years waterfront experience in a recreation camp preferred High School Diploma or equivalent required. Bachelor's Degree in Education, Child Development, Family Studies, Recreation Management or related field preferred</p>
Rate and Hours	\$21-\$25 per hour, flexible schedule includes weekends, 35-40 hours for 8 weeks plus training
Lifeguard Lifeguard/Water Safety Instructor	
Duties	<p>Responsible for enforcing established rules and regulations pertaining to Staffordville Beach and designated swimming area. Monitors all activity in and around the swim area, conducts rounds of the beach area, advises patrons of rules and enforces them, recognizes and responds appropriately to emergency situations and performs water rescues and other lifesaving measures as needed. Certified Water Safety Instructors plan and provide swim lessons in accordance with American Red Cross curriculum. Complies with all emergency procedures engaging additional emergency assistance when needed and maintains accurate records as directed by the Aquatics Coordinator. Collaborates with Summer Recreation Camp staff as needed to ensure smooth operation of waterfront and beach activities and will maintain those areas in a safe and clean manner.</p>
Qualifications	<p>Must be at least 16 years of age prior to employment Current YMCA or American Red Cross (ARC) Lifeguard Training Certification and (ARC) Waterfront Lifeguard Module (ARC) Water Safety Instructor Certification necessary to teach swim lessons CPR for the Professional Rescuer Certification (infant, child, adult) First Aid and Oxygen Administration Certification Must have reliable transportation</p>
Rate and Hours	\$16-\$20 per hour, variable shifts between 8am and 6pm daily for 8 weeks plus training
Gate Attendant	
Duties	<p>Monitors access points to the Summer Recreation Day Camp grounds and beach waterfront area. Validates Town Resident status by checking identification. Monitors activity on Camp grounds and parking areas. Advises patrons of rules and enforces them. Recognizes and responds appropriately to emergency situations and provides assistance to Camp and waterfront staff. Requests additional emergency assistance when needed. Performs general cleaning tasks.</p>
Qualifications	<p>Must be at least 16 years of age CPR for the Professional Rescuer Certification (infant, child, adult) First Aid and Oxygen Administration Certification Must have reliable transportation</p>
Rate and Hours	\$16-\$17 per hour, variable shifts M-F 2pm-6pm, Sat./Sun. 10am-6pm for 8 weeks plus training

Summer Recreation Camp Coordinator	
Duties	<p>Responsible for the day-to-day operation of Summer Recreation Day Camp, including the health, comfort and safety of campers and staff including the supervision of Camp staff. Plans, organizes, and instructs activities, keeps all necessary health and safety records, schedules and ensures staff are properly trained and communicates with campers' families. Collaborates with Aquatics Coordinator and Town Parks Department staff as needed to ensure smooth operation of camp facilities and activities.</p> <p>Attends pre-camp registration events, prepares and provides Camp program information. Assumes overall responsibility including planning and coordination of daily activities, organizing and procuring supplies and materials, monitoring transportation, monitoring food service, performing health and safety checks and rounds, regular and timely communication with campers' families regarding weather cancellations or schedule modifications, attends required meetings and trainings, administers First Aid, performs general cleaning and maintenance of facilities and follows Town, State and Federal rules and regulations as applicable.</p>
Qualifications	<p>Must be at least 21 years of age Valid motor vehicle operator's license Minimum of two (2) years of administrative experience in a recreation camp preferred High School Diploma or equivalent required. Bachelor's degree in Education, Child Development, Family Studies or Recreation Management preferred CPR, First Aid, BBP, EpiPen and related medication administration certification required</p>
Rate and Hours	\$23 -\$28 per hour, 40 hours M-F 8am-4pm for 8 weeks plus training
Summer Recreation Camp Assistant Coordinator	
Duties	<p>Serves as the alternate in fulfilling the responsibilities of day-to-day operation of Summer Recreation Day Camp, including ensuring the health, comfort and safety of campers and staff including the supervision of Camp staff in the absence of the Coordinator. Responsible for planning, organizing, and instructing activities, keeping all necessary health and safety records, scheduling and ensuring staff are properly trained and communicating with campers' families in the absence of the Coordinator. Encourages participation, engages and monitors campers in daily activities, promotes inclusion, models safety and provides support to Camp staff.</p> <p>Attends pre-camp registration events, prepares and provides Camp program information, and assumes secondary responsibility for Camp supervision including planning and coordination of daily activities, organizing and procuring supplies and materials, monitoring transportation, monitoring food service, performing health and safety checks and rounds, regular and timely communication with campers' families regarding weather cancellations or schedule modifications, administering First Aid, general cleaning and maintenance of facilities and follows Town, State and Federal rules and regulations as applicable.</p>
Qualifications	<p>Must be at least 21 years of age Valid motor vehicle operator's license Minimum of two (2) years of administrative experience in a recreation camp preferred High School Diploma or equivalent required. Bachelor's degree in Education, Child Development, Family Studies or Recreation Management preferred. CPR, First Aid, BBP, EpiPen and related medication administration certification required</p>
Rate and Hours	\$20-\$25 per hour, 40 hours M-F 8am-4pm for 8 weeks plus training
Summer Recreation Camp Counselor	
Duties	<p>Provides supervision and engages campers ages 6 through 12 in participation of various individual and organized recreational activities. Ensures the health, comfort and safety of campers by modeling respectful communication and positive interactions while enforcing Camp rules and regulations. Plans, prepares and provides instruction of daily Camp activities. Recognizes, responds to and reports emergency situations, administers first aid as needed and prepares corresponding reports. Performs general cleaning of Camp facilities. Accompanies campers on Town provided bus transportation and/or field trip events. Monitors food service activities. Reports all safety and health concerns to the supervisor. Remains weather aware and attentive to camper questions and concerns.</p>
Qualifications	<p>Must be at least 16 years of age CPR for the Professional Rescuer Certification (infant, child, adult) First Aid and Oxygen Administration Certification Must have reliable transportation</p>
Rate and Hours	\$16-\$19 per hour, 35 hours M-F 8am-3pm for 6 weeks plus training

**Contact Info: Diana Rose, Human Resources Specialist 860-851-8105, hr@staffordct.org
Find Employment Application at: staffordct.org under Departments, Human Resources**