

Mountainside Recreation Department

Job Description ASSISTANT PLAYGROUND SUPERVISOR

- Term of Employment:* June 28-August 13, 2010
+ planning meetings and in-service training
- Salary Range:* \$1,200 - \$3,000
- General Purpose:* helps to plan, organize, coordinate, and supervise the Summer Playground program for children in grades 1-8.
- Supervision Received:* works under the general supervision of the Playground Supervisor.
- Essential Duties/Responsibilities:*
- supervise children & all activities;
 - provide group activities & supervise free play;
 - maintain & supervise proper use & care of all equipment;
 - enact & enforce rules;
 - provide consistent discipline;
 - assist in record keeping (daily attendance, trips, etc.);
 - insure the safety of the participants;
 - administer basic 1st aid
- Desired Minimum Qualifications:*
- must be at least 18 years old;
 - experience with elementary school age children;
 - graduation from or enrollment in a college or university with a degree in elementary ed, recreation, or related field;
 - any special skills such as storytelling, singing, dance, arts & crafts, dramatics, nature studies, and sports;
 - 1st aid & CPR desirable
- Physical Demands:* The physical demands described here 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 the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The

employee is required to use hands to finger, handle, feel or operate objects or tools; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee must outside. The employee is exposed to wet and/or humid conditions, dust, and heat. The noise level is moderately loud.

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.

Applications are located in the Recreation Office, 1385 Rt. 22, Mountainside, NJ 07092. Applicants are encouraged to submit a resume with application. Resumes should be e-mailed to Lindsey Waters at lwaters@mountainside-nj.com. Applications should be submitted no later than February 26, 2010.