

Pelham Parks and Recreation

**JOB DESCRIPTION**  
**PLAYGROUND DIRECTOR**

**DESCRIPTION:** The Playground Director is a temporary/seasonal supervisory position in the Pelham Parks and Recreation Department Summer Playground Program. The Director will work approximately 8-weeks (June-August) at 35-40 hours per week planning, directing and implementing the Pelham Parks and Recreation Department Summer Playground Program for children ages four to fifteen.

**QUALIFICATIONS:**

- \*Must be at least 18 years of age.
- \*At least three years of progressive experience in playground or camp environment.
- \*Must possess exceptional leadership and organizational skills.
- \*Certified in or ability to obtain certification in Basic First Aid and CPR from *American Red Cross* or other nationally recognized program.
- \*Preferred qualifications include a background in Education and/or Recreational Management.

**DUTIES AND RESPONSIBILITIES:**

- \*Direct supervision of up to forty (40) playground staff members.
- \*Implement and adhere to the Summer Playground schedule.
- \*Attend and conduct weekly staff meetings.
- \*Interact and professionally respond to questions regarding the program with members of the general public.
- \*Enforce all playground rules and guidelines with staff and participants.
- \*Act in a professional and courteous manner at all times.
- \*Assist the Parks and Recreation Director in completing performance evaluations for all playground staff members.
- \*Wear appropriate attire at all times.
- \*Perform all duties with the safety of the participants as the primary goal.
- \*Report all needs and problems regarding the program to the Director in a timely manner.
- \*Maintain and supervise accurate record keeping for attendance records, first aid records and cleaning records.
- \*Work in cooperation with the Tot Camp Supervisor and Waterfront Supervisor to ensure successful implementation of the entire program.
- \*All miscellaneous duties required for the successful operation of the program.