

# Erving Recreation Summer Parks Program, 2023

## Director Responsibilities

### Leadership & Administration

- Communicate with the Recreation Committee daily
- Attend monthly Recreation Committee meetings (May-July)
- Participate in selection of, interviews and reviews of candidates for Lead Counselor and Counselor positions
- Conduct and provide start-of-program and end-of-program supply inventories to Recreation Commission
- Provide Program Schedule and Counselor Orientation Schedule to Recreation Commission by June 1
- Provide Summary Program Report and Staff Reviews to Recreation Commission by August 20
- Plan and organize field trips and lake trips
- Order materials for the program as needed (coordinate with Recreation Assistant)
- Organize and run summer park staff orientation week
- Organize and attend CPR and First Aid Training
- Provide a safe and adequate work environment for staff members
- Provide a safe and adequate play environment for participants
- In charge of lead counselor, counselors, and children
- Determine when it is safe or unsafe to go outside, attend field trips, or attend the lake, per Recreation Commission, Erving Board of Health, and MA State Department of Public Health guidelines
- Send home permission slips for field trips every Monday
- Create, check, and collect sign in and sign out sheets weekly
- Contact parents when needed about a child and/or needed paperwork
- Track and maintain program budget (vendor fees, field trip money, supply orders), with Recreation Assistant
- Determine groupings of participants for counselors to be responsible for during field trips and lake trips
- Does not have a group but takes the children who require additional attention beyond what counselors are required to provide
- Verify, sign, and submit time sheets for counselors according to the biweekly payroll schedule
- Complete own time sheet and submit to Recreation Commission for verification and signature according to the biweekly payroll schedule
- Observe participant and staff behavior and respond appropriately to health and safety concerns
- Mentor and guide counselors in behavior management
- Model positive leadership

### Care of Children

All of the responsibilities of the Lead Counselors and Counselors, except where noted below, plus the following:

- If a Counselor or Lead Counselor is absent, redistribute and/or complete their daily counselor responsibilities as needed to maintain proper child:counselor ratios and ensure successful program delivery
- Distribute medication to children
- Ensure the following are on the bus for lake days and field trips: medication and medical first aid bags
- Handle any disciplinary issues with children that are not able to be managed by counselors in charge of group or any other time needed
- Coordinate with Summer School staff regarding students who jointly attend Summer School and Summer Parks Program
- Check parents/guardian' IDs against list of authorized individuals for release of child as needed during pick up times
- Communicate with parents on a daily basis
- Report any disciplinary, health or safety concerns to the Recreation Commission in a timely manner