

## Harwich Recreation Department

### *Playground Director - Summer Seasonal Position*

#### **Position Overview:**

The Harwich Recreation Department is seeking a dedicated and enthusiastic **Playground Director** to oversee and coordinate its **Summer Playground Program** at the Harwich Community Center. This **full-time, seasonal** position runs **Monday through Friday from late June through late August** and is ideal for individuals with experience in youth programming, leadership, and recreation management.

The **Playground Program** serves youth ages **6-10** in a **camp-style** environment, offering a variety of activities such as **sports, arts and crafts, outdoor recreation, and field trips**. Enrollment ranges from **20 to 30 children per session**, with a supporting team of **playground counselors** and additional assistance from Recreation Department staff. The program is structured into **two four-week sessions** throughout the summer.

#### **Responsibilities:**

- **Program Leadership & Planning**
  - Develop, organize, and implement engaging daily activities for youth participants.
  - Plan and coordinate **special events**, including **field trips, theme days, guest performances, and creative programming**.
  - Ensure a **safe, inclusive, and fun** environment for all program participants.
- **Staff Supervision & Coordination**
  - Lead and manage **playground counselors**, providing guidance, training, and daily oversight.
  - Maintain staff schedules and **track hours** for payroll reporting.
  - Foster a **team-oriented** work environment while maintaining **high standards of professionalism and responsibility**.
- **Parent & Community Engagement**
  - Act as the primary point of contact for **parents and guardians**, addressing concerns and providing program updates.
  - Maintain **strong communication** with families, ensuring a positive experience for all participants.
- **Department Collaboration**
  - Coordinate program logistics with the **Recreation Department and Community Center staff**.
  - Ensure program activities align with the overall **mission and goals** of the Harwich Recreation Department.

## Qualifications & Skills:

- **Experience in youth recreation, education, camp leadership, or a related field** preferred.
- Strong **organizational, leadership, and communication** skills.
- Ability to **motivate and manage staff** while fostering a positive work environment.
- **CPR/First Aid certification** (or willingness to obtain before the program starts).
- Ability to **handle conflict resolution and emergency situations** effectively.
- Must be at least **18 years old** and pass a **background check**.

## Work Schedule:


- **Full-time, seasonal** position from **late June to late August** (Monday – Friday).
- Position requires **on-site leadership** and **hands-on engagement** with children and staff daily.


## How to Apply:

Interested candidates should submit a **resume and cover letter** detailing their qualifications and experience to the **Harwich Recreation Department**.

For more information, please contact:

 **Harwich Recreation Department**

 508.430.7553

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Join us in creating an unforgettable summer experience for Harwich's youth! 