

**CITY OF GROTON
POSITION DESCRIPTION
PLAYGROUND DIRECTOR**

Position Title: Playground Director
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: Seasonal
Approval Date: February 1, 2020

SUMMARY

The Playground Director, under the direct supervision of the Director of Parks and Recreation, oversees the implementation and supervision of the Playground Programs that operate at Washington Park and at West Side Middle School in the City of Groton.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs safety according to applicable Federal, State and City safety regulations.
2. Plans, directs and supervises all staff of the Summer playground programs at Washington Park and West Side Middle School.
3. Assigns and supervises personnel engaged in the summer playground programs.
5. Evaluates, analyzes and recommends to the Director of Parks and Recreation ways to improve recreational programs.
6. Cooperates with other agencies and groups in planning and coordinating recreational activities.
7. Coordinates all schedules for the Summer Playground and makes sure that all field trips are confirmed.
8. Prepares required reports and maintains records of activities including time records and cost records when required.
9. Interacts with parents/guardians of the participants when needed.
10. Informs the Director of Parks and Recreation of need to order supplies to operate the Summer Playground program effectively.
11. Promotes a professional and courteous image of the City of Groton when dealing with associates and the general public.
12. Must be flexible to adapt to situations that arise from working with children.
13. Performs other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

14. Supervises the playground staff and participants.

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EDUCATION AND/OR EXPERIENCE

Minimum of four (4) years of work experience in either a leadership or group recreational activity.

Must have one (1) year experience in a supervisory capacity and/or a combination of training with specialization in recreation, administrative, physical education, or other related field.

A minimum of two (2) years of education/training from an accredited college/university in the field of recreation, leadership, physical education is preferred.

CERTIFICATIONS

Must possess and maintain as a condition of employment, proof of successful completion of Adult/Child/Infant Cardio Pulmonary Resuscitation (CPR) and first aid.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable in the principles, practices, rules, regulations and safety procedures concerning planned recreational programs and equipment.

Must be able to train seasonal employees and interact with them.

Must be able to develop and maintain effective working relationships with associates and the general public.

Must be knowledgeable of office policies and procedures

PHYSICAL DEMANDS

While performing the duties of this position, the individual must be in excellent physical condition. The individual is frequently required to talk and/or hear; required to stand; walk, sit; use hands to finger; handle or feel; reach with hands and arms, or swim. The individual may occasionally be required to lift and/or move up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building or in the outside environment. The employee is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE