

*Township of Ocean Recreation Office*  
**Morning Recreation Supervisor**  
**Job Description**

Qualifications

- Education in Recreation, Physical Education, or Elementary Education
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.
- Compliance with pre-employment drug screening and fingerprinting (if applicable) required.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial recreation program through the supervision of counselors, Leadership Training Interns (LTI), and direct contact with participants. Special emphasis is given to direct relations with participants and staff during positive interactions and disciplinary interactions.

Essential Responsibilities

- Accountable for safety and well being of program participants and staff during program hours.
- Supervise daily on and off site activities
- Assure counseling staff is providing a variety of recreational activities in a safe setting.
- Plan and implement activities for participants.
- Intervene in disciplinary situations.
- Assure participants are accounted for and dismissed properly daily.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

***Essential Dates for 2016 Season***

***Program Dates:***            *June 27 – August 5, Mondays – Fridays.*

***Daily Hours:***                *8:30 a.m. – 12:30 p.m.*

***Staff Orientation:***        *Wednesday, June 22, 9:00 am – 1:00 pm (West Park Rec.)*

*Thursday, June 23, 9:00 am – 1:00 pm (West Park Rec.)*

***Supervisor Orientation:***        *Wednesday, June 1, 7:00 – 9:00pm (Oakhurst Mtg. Room)*

*Thursday, June 2, 7:00 – 9:00pm (Oakhurst Mtg. Room)*

***Supervisors must be present on all dates of orientation.***