**TOWN OF STOW**

**380 Great Road**

**Stow, Massachusetts 01775**

**JOB POSTING**

**Afternoon Program Counselor**

The Stow Recreation Commission is seeking dynamic individuals to supervise and engage participants in our afternoon children’s program at the Stow Community Center. Applicants must possess a high energy level, a strong work ethic, administrative/organizational skills and enjoy working with children. The Afternoon Program Counselor is one of the most important aspects of what it takes to ensure an enjoyable, and meaningful experience for the program participants. Program initially runs from 2:30 PM to 6:00 PM, Tuesdays and Thursdays, can work 1 or 2 shifts per week. Possibility of more shifts opening for approximately 6 – 19 hours per week, working 2, 3 or 5, shifts as the program develops.

**Qualifications:**

* Must be at least 16 years of age
* Display a genuine interest in a variety of indoor and outdoor camp type activities
* Prior experience with children
* Ability to participate in games, sports, and physical activities
* Ability to maintain attention and a high level of energy and enthusiasm each day
* CORI and SORI required

**Rate:** $15.75

**How to Apply**: Interested candidates should send a cover letter, resume and three professional references to Laura Greenough, Stow Recreation Department, 509 Great Road Stow, Ma. 01775 or

e-mail Recreation@stow-ma.gov. Applications are available on our website under the Human Resources Department. For the full job description, please see below. Stow is an Equal Opportunity Employer.

**Afternoon Program Counselor**

**Rate:** $15.75/hour

**Location:** Pompo Community Center, Stow, MA

**Job Type:** Seasonal (October 3, 2023 – June 20, 2023)

The Stow Recreation Commission is seeking dynamic individuals to supervise and engage participants in our afternoon children’s program at the Stow Community Center. Applicants must possess a high energy level, a strong work ethic, and administrative ability. The Afternoon Program Counselor is one of the most important aspects of what it takes to ensure an enjoyable and meaningful experience for the program’s participants.

# Essential Functions:

* Plan and facilitate program activities.
* Engage and supervise participants in a variety of arts and crafts, sports, games, homework, literacy, team-building exercises, character development programs, and hobbies.
* Assist in the organization and facilitation of any field trips, guest visits, and special activities.
* Assist with the set-up and clean-up of facilities, equipment, and program activities.
* Treat minor cuts, scrapes, and bumps as needed.
* Attend scheduled staff meetings and training events.
* Enforce program rules and regulations.
* Ensure safety in the recreational facilities and within the program.
* Greet new arrivals, introduce them to other participants, explain program and facility rules.
* Report participant and guardian complaints to leadership and work together to resolve issues.
* Perform other related duties as required.

# Qualifications:

* Must be 16 years of age or older to apply.
* Display a genuine interest in a variety of camp activities.
* Prior experience with children.
* Ability to participate in games, sports, and physical activities.
* Ability to maintain attention and high level of energy and enthusiasm each day.
* CORI & SORI check required.