



## ***Job Description***

### **Position Title**

Sports Director-Seasonal

### **General Statement of Duties**

Under the direction of the assistant director and director of parks and recreation, the sports director will plan, execute, and direct week long sports camps and assist with sport clinics and leagues for the Canton parks and recreation department.

### **Salary and Hours**

Summer- 30-40 hours

\$22-\$25 Based on experience.

### **Recommended Minimum Qualifications**

- Working towards a degree in sport management, recreation, sport medicine or other degree
- Prior experience coaching, playing, or officiating experience preferred
- Valid Massachusetts driver's license and ability to operate an automobile required.
- CPR/AED and First Aid certification preferred.
- Knowledge of basketball, lacrosse, baseball, flag football, soccer and other sports.

### **Job Requirements**

- Demonstrate leadership qualities for campers and counselors while creating fun and engaging sport camps
- Monitor work of summer counselors; provide daily feedback and guidance.
- Flexible, adaptable, and a team player
- A commitment to learning and growing in both sports instruction and leadership
- A high energy, enthusiastic individual with a passion working with kids in sports



## **Programming**

- Deliver a fun, innovative program to campers.
- Coordinate, implement, and supervise program activities according to daily schedules.
- Assist in the collection of records.
- Assist in assigning of campers to groups and doing daily head counts
- Record inventory of program equipment and supplies while keeping organization.
- Demonstrate good sportsmanship at all times.

## **Health and Safety**

- Assist in the implementation of staff training.
- Ensure that camp staff and campers know and follow safety procedures at all times.
- Ensure that summer counselors conduct regular and periodic head counts throughout the day.
- Stock and maintain assigned First Aid Pack and have on your person at all times.
- Oversee daily checks of areas and equipment for safety, cleanliness, and good repair.
- Provide guidelines to staff and campers for specific programs as required.
- Ensure that all equipment is properly stored at the end of each day.

## **Communication**

- Represent the Department when interacting with campers, parents, or community members.
- Observe camper behavior and apply appropriate behavior management techniques.
- Report concerns and incidents in a timely manner according to departmental protocols
- Provide parents appropriate feedback and information as needed.
- Maintain clear and positive written and verbal communication with all camp staff.
- Follow and support the policies, procedures, and expectations of the Department and the Town of Canton.

## **Knowledge, Skills, and Abilities**

- Understanding of youth development.
- Ability to manage large groups in a dynamic environment.
- Ability to relate to youth and adults in a positive manner.
- Ability to respond appropriately to emergency situations.
- Ability to communicate and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess, and implement behavioral interventions
- Apply appropriate behavior-management techniques.
- Demonstrated organizational skills and attention to detail.
- Knowledge and experience in Microsoft Office Suite: Word, Excel, and PowerPoint
- Ability to be self-motivated and to take initiative.
- Ability to motivate Summer Counselors.