

# Town of Stoughton

10 Pearl Street • Stoughton, MA 02072 • (781) 341-1300 • FAX (781) 344-5048  
www.stoughton-ma.gov

## Playground Counselor- Stoughton Recreation

*Town of Stoughton*

### **Overview:**

We are seeking enthusiastic and responsible individuals to join our team as Open Playground Counselors. Counselors play a crucial role in creating a safe and enjoyable environment for participants to learn, grow, and have fun during their summer break.

### **Responsibilities:**

- Supervise and engage with participants during daily activities, including games, crafts, sports, and field trips
- Ensure the safety and well-being of participants at all times
- Serve as a positive role model for participants, demonstrating good behavior and values
- Assist in planning and implementing age-appropriate activities and programs
- Communicate effectively with participants, parents, and fellow staff members
- Handle any conflicts or behavioral issues that may arise among campers
- Follow program policies and procedures to maintain a positive and inclusive camp environment

### **Qualifications:**

- Previous experience working with children in a camp, school, or recreational setting is preferred
- Strong communication and interpersonal skills
- Ability to work well in a team and adapt to changing situations
- CPR and First Aid certification

### **Pay range:\$15-\$20**

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## Ames Pond Lifeguard -Stoughton Recreation

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### **Overview:**

Stoughton Recreation Department is seeking qualified and vigilant individuals to join our team as lifeguards for the upcoming season. Lifeguards play a crucial role in ensuring the safety of all visitors to the pond and maintaining a secure environment for recreational activities.

### **Responsibilities:**

- Monitor swimmers and beach area to prevent accidents and respond quickly in case of emergencies
- Enforce all safety rules and regulations to ensure the well-being of all pond visitors
- Provide first aid and CPR as needed and coordinate with emergency services when necessary
- Assist in maintaining cleanliness and orderliness of the beach area and facilities
- Communicate effectively with visitors and fellow staff members to promote a positive and safe experience for all
- Facilitate daily swim lessons

### **Qualifications:**

- Must be at least 16 years old
- Possess current lifeguard certification from a recognized organization (e.g., Red Cross, YMCA Ellis)
- Strong swimming skills and knowledge of water safety practices
- Ability to remain calm and act decisively in emergency situations
- Excellent communication and interpersonal skills

### **Pay Range: \$16.50-\$22.00**

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## Gate Guard at Ames Pond-Stoughton Recreation

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**Overview:** Ames Pond is currently seeking a reliable and attentive individual to join our team as a Gate Guard. The Gate Guard plays a crucial role in ensuring the security and safety of all visitors to the pond by monitoring access to the premises and enforcing rules and regulations.

### **Responsibilities:**

- Monitor and control access to the pond premises by checking identification and verifying permissions
- Greet visitors in a friendly and professional manner, providing information and assistance as needed
- Enforce all pond rules and regulations to maintain a safe and orderly environment
- Report any suspicious or unauthorized activities to the appropriate authorities
- Assist in directing traffic and parking to ensure efficient flow and organization
- Maintain accurate records of visitor entry and exit for security purposes

### **Qualifications:**

- Previous experience in security, customer service, or a related field preferred
- Strong communication and interpersonal skills - Ability to remain calm and composed in challenging situations
- Attention to detail and ability to follow procedures accurately
- Basic knowledge of security protocols and emergency response procedures

**Salary Range:\$15-\$17**

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## Seasonal Office Aid – Stoughton Recreation

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### **Overview:**

The Office Aid will support the Recreation Department in managing and organizing various administrative tasks during the busy summer season. This position offers hands-on experience in a professional office environment, assisting with day-to-day operations, providing customer service, and ensuring smooth functioning of recreational programs and events.

### **Responsibilities:**

- **Administrative Support:** Assist with filing, data entry, and maintaining accurate records for recreational programs.
- **Customer Service:** Answer phone calls, respond to emails, and greet visitors to the department with a friendly and professional attitude.
- **Program Assistance:** Help with the coordination of summer recreation programs, events, and activities, including registration, materials preparation, and participant tracking.
- **Communication:** Assist in preparing program brochures, flyers, and other promotional materials for upcoming events and activities.
- **Clerical Duties:** Manage and organize office supplies, ensuring the office is well-stocked and operational.
- **Event Setup/Logistics:** Help with the setup and takedown of recreational events and programs.
- **Additional Duties:** Perform other office tasks and assist staff with special projects as needed.

### **Qualifications:**

- High school diploma or equivalent (some college coursework in administration or related fields preferred).
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Ability to work effectively with the public and team members.

**Pay range: \$15-\$20**

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## **Sports Clinic Instructor – Stoughton Recreation**

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### **Overview:**

The Sports Clinic Instructor will be responsible for leading and teaching sports clinics to participants of various ages and skill levels during the summer season. This position offers the opportunity to work with a dynamic group of individuals and foster a fun and educational environment through sports. Instructors will plan, implement, and evaluate engaging programs, while ensuring safety, inclusivity, and enjoyment for all participants.

### **Responsibilities:**

- **Instruction:** Lead sports clinics in [specific sport(s) such as soccer, basketball, tennis, etc.], providing skill development, drills, and team-building exercises.
- **Program Planning:** Develop age-appropriate lesson plans and activities that focus on improving participants' athletic skills, fitness, and teamwork.
- **Safety & Supervision:** Ensure the safety and well-being of all participants, enforcing rules and guidelines during sessions. Supervise participants during breaks and transitions.
- **Motivation & Engagement:** Foster a positive and encouraging atmosphere where participants feel motivated and supported. Adapt teaching methods to meet the needs of different age groups and skill levels.
- **Communication:** Serve as the main point of contact for participants and their families, addressing any questions, concerns, or feedback regarding the program.

### **Qualifications:**

- Previous experience in coaching, teaching, or instructing sports, especially in a recreational setting.
- Strong knowledge of the [specific sport(s)] being taught and the ability to demonstrate skills and techniques effectively.
- Excellent communication and interpersonal skills, with the ability to engage and motivate participants.
- Ability to work with children and adults of varying skill levels and backgrounds.
- A positive, energetic, and patient attitude.
- Certification in CPR and First Aid preferred (or willingness to obtain prior to starting).

### **Pay range: \$20-\$40**

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