**Program Supervisor for Parks (Temporary)**

**Job Overview:**
We are seeking a highly motivated individual to serve as our Program Supervisor and join our team for the Summer. As a Program Supervisor, you will be responsible for overseeing the day-to-day operations of our summer park programming and camps. You will be responsible for creating, designing, and implementing youth programs for the City's brand-new summer parks program. You will also be responsible for managing a small staff. This is a rewarding opportunity to make a positive impact on the lives of the youth in Pittston City. This is a great position for college students who are home for the summer, recent graduates, or anyone looking for TEMPORARY summer employment hoping to gain work experience in childhood education, business, and hospitality planning.

Must be 18 years old with a valid driver's license to apply.

This position is a temporary summer position from approximately May-August.

**Duties:**
·         Create, plan, execute activities for school aged children

·         Manage camp application process

·         Create and maintain supply lists

·         Supervise Camp Staff

·         Oversee camp attendees during programming

·         Communicate effectively with parents and guardians

·         Set up and tear down of activities

·         Update Director of Main Street daily on programming and activities

·         Ability to plan events

·         Ability to prepare reports and materials

·         All other duties as assigned

**Requirements:**
·         High school diploma or equivalent **(REQUIRED)**

·         Background check/ Child abuse clearances/ Drug Testing **(REQUIRED)**

·         Valid driver’s license

·         Ability to lift 20 lbs

·         Ability to stand for long periods of time

·         Event planning or programming experience **(Preferred)**

·         Basic proficiency of computer skills (word processing, email, other work-related applications)

·         Work well in an environment with multiple interruptions

·         Self-starter requiring little direction to accomplish tasks with a high level of optimism, enthusiasm, and "can-do" attitude

·         Ability to work outdoors

·         Attention to detail

Note: This job description is intended to provide a general overview of the position. It is not intended to be an exhaustive list of responsibilities or requirements.