

Job Opportunity -RECREATION LEADER

The Village of Buchanan is seeking candidates for the position of Recreation Leader.

Example of Job Duties:

- Organizes and plans for summer camp season and all programming related to summer camp
- Interviews and recommends the hiring of all camp counselors, Nurse and staff for summer camp
- Supervises all counselors and staff for summer camp
- Review and approves payroll for all counselors and staff for summer camp
- Review and approves all purchases for summer camp
- Organizes and plans for opening and operation of the Village pool
- Interviews and recommends the hiring of all pool staff
- Supervises all pool staff
- Review and approves payroll for all counselors and staff for summer camp
- Review and approves the purchase of all chemicals, supplies and purchases
- Deal with children and parents on a daily basis
- Attend Village Board meetings as needed
- Prepares budget for summer camp and pool
- Organizes and plans, Easter egg hunt, Halloween parade, Valentine cookie event, Christmas parade and any other events as assigned
- Performs various other duties as needed

QUALIFICATIONS:

- Candidates must have graduated from high school or possession of a high school equivalency diploma and three (3) years of experience in which the primary function of the position was conducting recreation activities, programs or services. In addition, they must possess good written/oral communication, organizational and interpersonal skills, as this position deals with children and the public. Certified Pool Operator is preferred.

Must be proficient in Microsoft Word/Excel/Outlook/PowerPoint. Salary commensurate with experience. Position is seasonal and as needed.

Please submit a cover letter, resume and salary requirements to Marcus Serrano, Village Administrator, mserrano@villageofbuchanan.com and Cynthia Kempter, Clerk/Treasurer, ckempter@villageofbuchanan.com.