

TOWN OF STERLING

RECREATION AFTER SCHOOL/SUMMER CAMP COORDINATOR

Department:	Recreation
Reports to:	Recreation Director
Supervision	Seasonal Camp and After School Staff
Position Status:	Non-Exempt
Weekly Hours:	Varies by Season (20-29 hours/week)
Salary Classification:	
Date Approved	October 2025

Position Summary/Purpose:

The purpose of this position is to coordinate the day-to-day operations of the Town of Sterling's **after school program** during the school year and **summer camp program** during the summer. The Coordinator is responsible for program planning, supervision of seasonal staff, managing participant safety, and providing administrative support to the Recreation Director.

This position plays a vital role in ensuring the successful delivery of youth recreation services in the community. The Coordinator works under the general supervision of the Recreation Director and exercises independent judgment in managing assigned programs.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plan and implement engaging, age-appropriate daily activities for the after school and summer camp programs.
- Supervise and schedule seasonal staff, including counselors and program aides.
- Monitor participant attendance, safety, and behavior; respond to incidents in accordance with department protocols.
- Communicate regularly with parents/guardians, school personnel, and Recreation Department staff regarding program updates, concerns, or issues.
- Provide administrative support to the Recreation Director, including data entry, participant registration, staff paperwork, scheduling, and supply ordering.
- Assist with promotion of after school and summer camp programs via flyers, school newsletters, town website, and social media.
- Ensure facilities used are clean, organized, and maintained in a safe condition.
- Maintain records related to attendance, incidents, and staffing; prepare reports as needed.
- Assist in the preparation of program budgets and tracking of expenses.

Other Functions:

- Support other town-sponsored recreational events or programs as needed.
- Attend staff meetings and training sessions.
- Perform similar or related work as required, directed, or as the situation dictates.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or equivalent; some college coursework in education, recreation, or related field preferred. At least one year of experience working with children in a group setting required. Supervisory or program coordination experience strongly preferred.

Special Requirements:

- CPR/First Aid Certification required (or ability to obtain within 3 months).
- Must pass a background check and be fingerprinted per state childcare licensing requirements.
- Valid driver's license preferred.

Knowledge/Skills/Abilities

- Ability to plan and lead structured recreational and enrichment activities for children.
- Strong interpersonal skills; ability to communicate with children, parents, staff, and supervisors in a clear, friendly, and professional manner.
- Ability to supervise and motivate seasonal staff.
- Ability to prioritize, multitask, and remain calm in emergency or unexpected situations.
- Organizational skills for recordkeeping, scheduling, and supply management.
- Basic computer skills (email, Word, Excel, Google Docs).
- Knowledge of safety protocols related to youth programming and summer camp operations.
- Ability to work independently and exercise sound judgment.

Job Environment:

- Work is performed in indoor and outdoor settings, including classrooms, playgrounds, gyms, and fields.
- Frequent interaction with children, parents, staff, and members of the public.
- May require early morning, after school, or full-day summer hours.
- May involve moderate physical activity, including walking, standing, bending, or lifting.
- Errors could result in injury to participants, delay in services, or poor public relations.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing		X		
Other - Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)