



POSITION DESCRIPTION

Title: Sports and Recreation Specialist
Classification: Non-Exempt
Work Schedule: 32.5 hours per week, 8:45AM-3:15PM
Start Date: June 18- August 24, 2018
Report to: Program Coordinator
Work Site: The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

DESCRIPTION OF POSITION:

This role at The Bridge Center is a very multifaceted, fast paced position. The Sports and Recreation Specialist must love and embrace not only the camp environment but also the camp philosophy that campers come first, we work as a team, and summer is a time to play, learn, and grow. The Sports and Recreation Specialist will develop and implement all activity plans in the area Sports and Recreation and ensure that activities are skill and age appropriate for all camp groups.

Primary Duties & Responsibilities

Responsible for ensuring the safety of all participants and staff while participating

Set up all needed equipment before the start of camp, accordingly put all equipment away at close of camp

Responsible for maintenance and equipment checks on all sports equipment.

Ability and desire to work with individuals with disabilities in an outdoor setting where “campers come first”

Ability and desire to work with persons of all ages, ability levels, and backgrounds in a dynamic outdoor environment which values growth and change of self and others

Responsible for creating, analyzing and implementing skill and age appropriate sports and recreation activities for nine camp groups daily

Excellent communication, time management, and organizational skills

Ability to interact with and work as a team player with other staff, participants, volunteers, and participants’ families.

Ability to complete accurate documentation forms on participants as required on a regular basis

Responsible for creating summer lesson plan binder for all 9 weeks of camp.

Supervision

This individual will work under and report directly to the Program Coordinator.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the



work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues.

Physical Requirements

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

- i. Pursuing or obtain a Bachelor's Degree or higher in kinesiology, sports studies, or similar fields preferred
- ii. Experience working directly with people with disabilities preferred
- iii. Prior experience working at a summer camp is preferred
- iv. Experience teaching or running sports programs preferred

Special Requirements

- i. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities
- ii. Mandatory attendance:
 - a. Activity Leader Training, Wednesday June 13, 2018 4:00pm-7:00pm
 - b. All Staff Training, Monday thru Friday, June 18- June 22, 2018, 4:00pm-7:00pm
- iii. Must have a valid driver's license
- iv. Must be 18+ years of age
- v. Must complete and pass CORI/SORI/NSOPW
- vi. CPR and first aid certified (recertification available during staff training)

Pay Rate: Pay scale of \$12.00-\$13.00 per hour based on prior experience.

Interested candidates should submit the following:

- Job application (<https://bridgecenter.campintouch.com/ui/forms/application/staff/App>)
- Resume

Please mail/email/fax to:

Abigail Ross

Program Coordinator

Year Round Programs and Summer Camps

The Bridge Center

470 Pine Street Bridgewater, MA 02324



ARoss@thebridgectr.org

Phone: 508-697-7557 ext. 12

Fax: 508-697-1529

Position open until filled