Reports to: Chair, White Sand Beach (WSB) Board of Governors (BOG)

Position Status: Part-time / Seasonal

Pay Status: $25/Hour

WSB offers a summer recreation program for association members’ children aged 5 and up that runs July 7 – August 15, 2025, Monday – Friday from 9:00 a.m. – 12:00 p.m. As Recreation Coordinator you are responsible for the general oversight and running of the Recreation Program as well as supervision of staff. If you enjoy working with children, have a creative spirit and enjoy a beach vibe, please consider this great opportunity to be an integral part of a vibrant community.

**ESSENTIAL JOB FUNCTIONS**

* Create and deliver a well-rounded summer day recreation program for the children of members of WSB.
* Assign camp counselors to daily activities.
* Communicate with parents and BOG members as needed.
* Responsible for the health and safety of staff and participants during the rec program.
* Provide a positive, fun and engaging atmosphere for program participants.
* Oversee junior counselors for daily clean-up activities.
* Perform other duties and responsibilities as needed to ensure a smooth-running program.

**QUALIFICATIONS**

* Must be 18 or older and hold a valid driver’s license with a good driving record.
* Must have experience with youth-aged children or teens in a recreational or educational setting.
* Education and experience equivalent to High School Graduation and a minimum of one year of experience as a recreation leader or the equivalent.
* Current CPR, AED and First Aid certification required or must obtain within 30 days of hire.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
* Ability to organize, create and lead a variety of recreational activities.
* Must enjoy outdoor activities and have the ability to work outside.
* Ability to organize group social, recreational and athletic activities.
* Experience, expertise and interest in the camp area of focus preferred.

**WORK ENVIRONMENT AND PHYSICAL EFFORT**

* This is a non-smoking workplace.
* Work is performed both indoors and outdoors within WSB grounds.
* Recreation Program Director must be in good physical condition to work with children and adults up to 3 hours a day, 5 days a week.
* Ability to lift and carry up to 50 pounds.