



Program Counselor: Running program

Rate: Starting at \$13.00/hr **Increase:** \$14.00/hr (starting July 1, 2022)

Job Description: The program counselor for the summer running program assists the head running coach with weekly practices, while maintaining safety standards and guidelines at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

General Duties:

- Assist with the planning and supervision of practices
- Assist with planning and implementing staff duties
- Operate within assigned budgets
- Maintain superior communication with other staff and participants
- Ensure the safety and well-being of runners by providing high quality risk management at all times
- Other duties as assigned

Qualifications:

- American Red Cross CPR/First Aid Certification (provided if hired)
- Experience working with participants in a competitive running environment
- At least 18 years of age with a valid driver's license and transportation.

Reports to: Recreation Supervisor and the Director of Parks and Recreation

Status: Temporary/Seasonal

Position will remain open until filled. Applications submitted after position is filled will be kept on file. Applicants will be contacted for an interview if openings become available.

Please send application to CAO Office (4 Market Street Collinsville). Application listed in the forms section.