



TOWN OF HANOVER
550 HANOVER STREET
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*Parks & Recreation
Lauren Devine Rodday
Recreation Administrator*

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department,
Police Station and the Town's Website

FROM: Parks & Recreation Department

DATE: March 1, 2016

**NOTICE OF VACANCY
PART-TIME/TEMPORARY
AFTER CAMP EXTENSION PROGRAM DIRECTOR**

The Hanover Parks and Recreation Department is accepting applications for a Program Director to work at the Parks & Rec After Camp Extension (ACE) summer program. This day program is designed for the children of Hanover to attend during the summer months.

A Program Director must first and foremost be willing and able to work with Hanover's most prized possession, its children. On a daily basis, a Program Director brings enthusiasm and spirit to the summer program to provide a safe and enjoyable environment for all children that attend. A Program Director must truly enjoy being with children and demonstrate maturity and responsibility; characteristics that are essential to being a good role model. The ACE Program Director will be responsible for organizing after camp activities. The ACE Program Director will also be responsible for overseeing ACE Playground Assistants. As a member of our team this employee will report to the Recreation Administrator and needs to work and communicate well with others to maintain a positive atmosphere.

This program runs for eight weeks, June 27th - August 19th. It is anticipated that the ACE Program Director will be working between 15-30 hours per week.

The application deadline for this position is March 31st at noon. Please submit all applications to the Parks and Recreation Office at Town Hall.

Applications are available online at <http://www.hanover-ma.gov/personnel>. This position is covered under the Personnel By-law, Class B. Please refer inquiries to the Parks and Recreation Office at 781-826-5000 ext. 1057

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.