



The Windham Parks and Recreation Department is currently accepting applications for a number of seasonal positions for 2023. Applications are available at Windham Parks and Recreation, 8 School Road, M-F, 8:00 – 4:00 or online at [www.windhamrecreation.com](http://www.windhamrecreation.com)  
**For more information e-mail: [ljbrooks@windhammaine.us](mailto:ljbrooks@windhammaine.us)**

**[Click here first to see the minimum requirements for each position](#)**

**[Click here to apply online!](#)**

### **Summer Day Camp:**

- *Junior Counselors (16 & 17 years of age)*
- *Senior Counselors (18 years of age and older)*
- *Assistant Camp Director(s) and Camp Director(s)*

Seven-week day camp running from June 26<sup>th</sup> - August 11<sup>th</sup>

Leadership position working with children in a structured setting indoors and outdoors. Responsibilities include planning, organizing and supervising activities for a positive camp experience.

**Deadline to apply: Friday, April 7<sup>th</sup>**

### **Dundee Park:**

- *Park Steward* – Spend the summer living at Dundee Park in your own camper with connections for electricity, water, sewer, telephone and internet service; Employment opportunity also available with responsibilities to include duties of park manager or park supervisors.
- *Park Manager* - The primary responsibilities include training, supervision and evaluation of park employees; Record and balance daily receipts, coordinate with vendors, order supplies and assist in planning for future needs at the park.
- *Park Supervisors* - The primary responsibilities are to coordinate park functions and supervise staff in the absence of the park manager.
- *Park Attendants (15 years of age and older)* - General grounds upkeep, trash collection, maintain a safe environment. Oversee the wellbeing of park visitors and report any issues that need to be addressed to the park managers.
- *Gate Attendants (18 years of age and older)* - Collect and record admissions and season pass fees, greet visitors upon entry, and provide accurate information about the park to visitors.

Positions begin in late May and end Labor Day; require some weekend and evening hours.

**Deadline to apply: Friday, April 7<sup>th</sup>**

### **Summer USATF youth program:**

*Assistant Track Coach(es) (15 years of age and older)* - Knowledge of skills, techniques & current trends pertaining to outdoor track & field required. Great opportunity to be a positive role model for youth in grades 1 – 8. Season runs from mid-June to mid-August. Practices are Mon. & Wed. evenings; Meets held during the day on Thursdays at various high school locations in southern Maine; State Meet will be held on Saturday, August 12 (dates, practices and track meets subject to change depending on the school calendar and changes to CDC guidelines).

**Deadline to apply: Friday, May 5<sup>th</sup>**

### **Parks & Recreation Summer Internships**

- *Facility Management (18 years of age and older)*
- *Recreation Programming (18 years of age and older)*

Paid position designed to broaden knowledge, understanding and skills in the facility management or recreation programming field. Provides opportunities for college students to apply educational concepts to real-world situations,

improve skills and discover possible career paths. Job description, qualifications and internship applications can be found at [windhamrecreation.com](http://windhamrecreation.com).

**Applications accepted until position is filled.**

Working Conditions/Physical Demands: Moderate to strenuous physical effort required indoors and outdoors; frequently required to stand, sit, bend, and squat for extended periods. Interaction with others via face-to-face communication and telephone correspondence; flexibility of motion – up and down a lot assisting staff and children. Balancing, crouching, grasping, pulling, reaching, and stooping may also be required.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement: The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.