

Activity Specialist - Levels 1 and 2

Job Title: Activity Specialist Level 1

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director and/or Assistant Camp Director

Position Purpose:

Assists with planning and leading activities in a specific specialty area such as art, games, STEM, or nature. Works under the guidance of a Level 2 Specialist or Camp Director to deliver structured programs that engage and support all campers.

Supervision:

Leads activities for camper groups. Receives direction from the Camp Director and/or Specialist Level 2. Does not supervise staff.

Essential Functions:

- Assist with setup, instruction, and cleanup of assigned activities
- Lead small group games or instructional tasks within the activity area
- Support campers in participation, behavior, and transitions
- Maintain materials and workspace throughout the day
- Collaborate with other staff to ensure smooth delivery of scheduled programs
- Adapt instruction based on camper needs or group dynamics
- Actively participate in daily swim with campers. All staff are required to be in the water and support camper safety and engagement. Must come prepared to swim every day.

Minimum Qualifications:

- Experience running or helping to run activities within a specialty area
- Experience working with children in a structured setting
- Strong communication and reliability
- CORI/SORI clearance

Preferred Qualifications:

- Some experience in summer camp or recreational youth programs
- Interest in education, enrichment, or recreation fields

Certifications/Requirements:

- Current CPR and First Aid (free class offered)
- Must attend all required training and be present for entire summer season

Pay Grade 2: Activity Specialist Level 1

Hourly Rate: \$16.00–\$18.50/hour

Schedule:

Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June–August. Must attend all staff training.

Disclaimer:

Responsibilities may shift based on camp needs. Employment is seasonal and subject to Town policies.

Job Title: Activity Specialist Level 2

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director and/or Assistant Camp Director

Position Purpose:

Assists with planning and leading activities in a specific specialty area such as art, games, STEM, or nature. Works under the guidance of a Level 2 Specialist or Camp Director to deliver structured programs that engage and support all campers.

Supervision:

Leads activities for camper groups. Receives direction from the Camp Director and/or Specialist Level 2. Does not supervise staff.

Essential Functions:

- Assist with setup, instruction, and cleanup of assigned activities
- Lead small group games or instructional tasks within the activity area
- Support campers in participation, behavior, and transitions
- Maintain materials and workspace throughout the day
- Collaborate with other staff to ensure smooth delivery of scheduled programs
- Adapt instruction based on camper needs or group dynamics
- Actively participate in daily swim with campers. All staff are required to be in the water and support camper safety and engagement. Must come prepared to swim every day.

Minimum Qualifications:

- Experience running or helping to run activities within a specialty area
- Experience working with children in a structured setting
- Strong communication and reliability
- CORI/SORI clearance

Preferred Qualifications:

- Some experience in summer camp or recreational youth programs
- Interest in education, enrichment, or recreation fields

Certifications/Requirements:

- Current CPR and First Aid (free class offered)

- Must attend all required training and be present for entire summer season

Pay Grade 2: Activity Specialist Level 2

Hourly Rate: \$20.00–\$22.00/hour

Schedule:

Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June–August. Must attend all staff training.

Disclaimer:

Responsibilities may shift based on camp needs. Employment is seasonal and subject to Town policies.

EEO Statement:

The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.