Camp Director
(2 levels based on qualifications)

Job Title: Camp Director – Level 1

Department: Parks & Recreation – Summer Programs

Reports To: Recreation Director

Position Purpose:
Responsible for the day-to-day operation of a Sudbury Parks & Recreation summer camp site. Responsible for camper safety, staff management, scheduling, family communication, and the overall operation of the camp.

Supervision:
Supervises all on-site seasonal staff, including Assistant Directors, Group Leaders, Counselors, and Specialists. Reports directly to the Recreation Director.

Essential Functions:
- Oversee daily operations of the camp
- Supervise and support staff
- Manage camper health, safety, discipline and well-being, and support inclusion and behavioral plans as needed
- Communicate with parents as needed
- Assist with staff interviewing and hiring process.
- Assist in preparation and leadership of preseason staff training.
- Work cooperatively with Recreation staff such as Aquatics Supervisors, Recreation Program Coordinators
- Ensure adherence to camp regulations for camper and staff safety

Minimum Qualifications:

- Must be at least 21 years of age
- Associate's degree/two years of coursework in education, recreation, or related field
- 3+ years of experience in a camp, school, or youth leadership setting
- Experience supervising staff and managing groups of children
- Strong leadership, communication, and organization skills
- CORI/SORI clearance

Preferred Qualifications:

- Bachelor's degree in education, recreation or related field. Equivalent combination of education and experience will be considered.

Certifications/Requirements:
- Current CPR and First Aid
- Must attend all staff training and pre-camp setup days in June

Pay Grade 7: Camp Director Level 1

Hourly Rate: $26.00-$31.00/hour

Schedule: Seasonal, non-benefited. While camp is in session (June 29, 2026 – August 7, 2026, closed 7/4/26): Monday–Friday, typically 8:00 AM–4:30 PM. Preseason: part-time hours required for planning and interviewing. These pre-season hours are flexible except for staff training immediately preceding the start of camp. Must be available to work the entire camp season. Occasional extended hours for events, incidents, or emergencies.

Disclaimer:
Responsibilities may shift based on program 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.

Job Title: Camp Director – Level 2

Department: Parks & Recreation – Summer Programs

Reports To: Recreation Director

Position Purpose:
Responsible for the day-to-day operation of a Sudbury Parks & Recreation summer camp site. Responsible for camper safety, staff management, scheduling, family communication, and the overall operation of the camp.

Supervision:
Supervises all on-site seasonal staff, including Assistant Directors, Group Leaders, Counselors, and Specialists. Reports directly to the Recreation Director.

Essential Functions:
- Oversee daily operations of the camp
- Supervise and support staff
- Manage camper health, safety, discipline and well-being, and support inclusion and behavioral plans as needed
- Communicate with parents as needed
- Assist with staff interviewing and hiring process.
- Assist in preparation and leadership of preseason staff training.
- Work cooperatively with Recreation staff such as Aquatics Supervisors, Recreation Program Coordinators
- Ensure adherence to camp regulations for camper and staff safety

Minimum Qualifications:
- Must be at least 21 years of age (required for camp compliance)
- Bachelor's degree in recreation, education, youth development, or related field
- 3+ years leadership experience working in a summer camp or youth leadership setting
- Knowledge of camp regulations.
- Strong communication, leadership, and organizational skills
- CORI/SORI clearance

Preferred Qualifications:
- Experience as a Camp Director, Program Manager, or Site Supervisor

Certifications/Requirements:

- Current CPR and First Aid
- Must attend all staff training and pre-camp setup days in June

Pay Grade 8: Camp Director Level 2

Hourly Rate: $30.00-$35.00/hour

Schedule: Seasonal, non-benefited. While camp is in session (typically late June through early August; closed July 4th): Monday–Friday, typically 8:00 AM–4:30 PM. Preseason: part-time hours required for planning and interviewing. These pre-season hours are flexible except for staff training immediately preceding the start of camp. Must be available to work the entire camp season. Occasional extended hours for events, incidents, or emergencies.

Disclaimer:
Responsibilities may shift based on program needs. Employment is seasonal and subject to Town policies.