



Town of Sudbury

Park & Recreation Department

Park and Recreation
Department
40 Fairbank Road
Sudbury, MA 01776

SUDBURY SUMMER ASSISTANT CAMP DIRECTOR

Position Purpose:

Sudbury Park & Recreation is looking for an experienced, patient, knowledgeable, and energetic staff member to serve as the Assistant Camp Director for the Sudbury Summer day program. The Assistant Camp Director will provide support for the Camp Director in the management of the Sudbury Summer Camp program.

Primary Duties and Responsibilities

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Mandatory attendance:
 - Must attend all preseason training and all days that the program is running.
- Assists the camp director in planning all facets of the camp, including theme days/weeks.
- Assists in leading meeting of entire staff and campers.
- Assists in evaluating staff.
- Works in collaboration with the camp director and entire staff to help create a positive camp culture.
- Directly oversees the CIT Directors and ensures that CIT training is comprehensive and educational.
- Assists in creating activities that will be fun, educational, and developmentally appropriate for camp.
- Assists in the supervision of all camp staff.
- Is responsible for either opening or closing of the daily camp day.
- Interacts frequently with parents and guardians of campers during drop-off and pick-up and if there are any issues during the camp day.
- Prepares all camp lists for the upcoming sessions.
- Assists with organizing schedules and groups for each session.
- In the absences of the Camp Director acts in the manner of the Camp Director.
- Relates programs, concerns, etc. to both the Camp Director and the Park and Recreation Director.
- Assists in instructing staff on how to implement plans for the week and gives guidance on working with campers and parents.
- Act as a social role model for all children at camp, counselors-in-training, and staff.
- Enforce Sudbury Summer Camp regulations and policies to assure safety of all children in attendance.
- Must be able to think on feet (problem solve), and stay calm with children as well as their parents. □
Ability to exercise judgment, decisiveness and creativity.

Supervision:

Assistant Camp Director reports directly to the Camp Director. In the absence of the Camp Director, the Assistant Camp Director will report to the Park and Recreation Director, Nancy McShea.

Job Environment:

Summer camp is packed with many different programs including science, art, swimming, sports, music, field trips, and other typical camp activities. Groups will be formulated of 10-20 kids and two staff. These environments require staff members to constantly be on the move and actively involved in all activities with campers. Individuals must be self-motivated and comfortable speaking and interacting with children with and without disabilities as well as their parents. On site days are located at 40 Fairbank Road, Sudbury, MA 01776. Off-site locations are to be determined at a later date.

Recommended Minimum Qualifications:

a. Education, training and experience

- Must be a college graduate.
- Must have experience working with children in either a camp or school environment.
- Teacher certification preferred but not required.

b. Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required which involves occasional lifting/moving/ pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 5+hours standing and/or walking.

c. Additional Requirements

- CPR and First Aid certification
 - Training will be provided
- Must be comfortable swimming
- Valid driver's license

All interested candidates should submit the following:

Town of Sudbury Job Application

- Resume
- Cover Letter
- Two letters of Reference

Amber Comeau
Park and Recreation Assistant Director
Sudbury Park & Recreation
40 Fairbank Road
Sudbury, MA 01776

Submissions can also be made via email to comeaua@sudbury.ma.us

Applications will be accepted until position is filled.