



# Town of Sudbury

## Park & Recreation Department

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Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
(978) 443-1092

### SUDBURY SUMMER CAMP HEAD COUNSELOR

#### **Position Purpose:**

Sudbury Park & Recreation is looking for experienced, patient, knowledgeable, and energetic staff to serve as camp head counselors for the Sudbury Summer day 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.*

- Must attend all preseason training and all days that the program is running.
- Camp Times: 8:15am-3:30pm.
- Serves as a group leader.
- Facilitates morning meeting for assigned group
- Actively work with a variety of children with or without disabilities in a group and/or a one-on-one setting.
- Consistently communicate with instructors, Director, and parents regarding camper's daily experiences as well as any other job related concerns or issues.
- Facilitate friendships between children with and without disabilities.
- Act as a social role model for all children at camp as well as counselors-in-training.
- 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.
- Plan, Implement, and participate in activities, i.e. group activities, indoor/outdoor games, swimming and sports.
- Work with Inclusion Program Director to ensure implementation of inclusion practices
- Utilize visual communication boards, schedules and all of other equipment or techniques necessary to the children in the Inclusion Program.

#### **Supervision:**

Head Counselors are under the supervision the Camp Director. Head Counselors serves as group leaders and work closely with counselors in his/her group.

#### **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 18 years of age or older
  - High school senior or higher level.
  - Experience working with children grade K-5

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. Must be able to go into the swimming pool every day.

c. Additional Requirements

- CPR and first aid certification (Will be provided)
- Must be comfortable swimming.

**All interested candidates should submit a resume, cover letter, school transcript, and two references to:**

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](mailto:comeaua@sudbury.ma.us)

**Applications will be accepted until positions are filled.**