



Town of Sudbury

Park & Recreation Department

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

SUDBURY PARK & RECREATION SUDBURY SUMMER CAMP INCLUSION AIDE

Position Purpose:

The Sudbury Summer Camp program is looking for an experienced, patient, knowledgeable and energetic staff member to serve as an inclusion aide for campers with disabilities that attend the summer camp program. This individual will assist campers with disabilities in camp participation, friendship facilitation, and activity adaptations. This person will be assigned to different campers depending on the activities and the level of assistance required.

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, TBD
- Active leader and member of inclusion team that ensures camp activities are accessible and possible for all.
- Actively work with a variety of children with disabilities in a group and/or a one-on-one setting.
- Implement and utilize positive behavioral plans when necessary.
- Consistently communicate with counselors, instructors, and parents regarding camper's daily experiences.
- Facilitate friendships between children with and without disabilities.
- Act as a social role model for all children at camp.
- Responsible for utilizing visual communication boards for all daily camp activities.
- Enforce Sudbury Summer Camp rules, 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, the police, EMT etc.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations.

Supervision:

This individual will work under the general supervision of the Assistant Recreation Director/Adaptive Specialist, Amber Comeau.

Job Environment:

Summer camp is jam 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

- Experience working with children with disabilities a must.
- Experience working at a summer camp a plus.
- A Bachelor's degree, or enrollment in a bachelor degree program, such as Recreation Therapy, Special Education, Adaptive Physical Education, Social Work, or Early Childhood education a plus.

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

- 20 years of age or older.
- Possession of a valid motor vehicle operator's license.
- CPR and first aid certification.
- Must be comfortable swimming.

All interested candidates should submit the following:

Town of Sudbury Job Application

- **Resume**
- **Cover Letter**
- **Transcript**
- **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.