



Town of Sudbury

Park & Recreation Department

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

PRESCHOOL PALS COUNSELOR

Position Purpose:

Sudbury Park & Recreation is looking for experienced, patient, knowledgeable, and energetic staff to serve as counselors for the Preschool Pals 1/2 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.*

- Mandatory attendance: At all pre-season training dates and at all assigned program weeks, TBD.
- Actively work with a variety of children with or without disabilities in a group and/or a one-on-one setting.
- Consistently communicate with other counselors, 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 Preschool Pals 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.
- Assist in planning, implementing, and participating in activities, i.e. group activities, indoor/outdoor games, and sports.

Supervision:

Counselors will be under the supervision of the Preschool Pals Director.

Job Environment:

Summer camp is packed with many different programs including science, art, free play, sports, music, and other typical camp activities. This environment requires 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.

Recommended Minimum Qualifications:

- a. Education, Training, and Experience
 - Must be 15 years of age or older
 - Experience working with children ages 3 and 4.

- 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 4+ hours standing and/or walking.

c. Additional Requirements

- CPR and first aid certification (will be provided).

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

Applications will be accepted until positions are filled.