



Town of Sudbury

Park & Recreation Department

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

SUDBURY ADVENTURE PROGRAM COUNSELOR

Position Purpose:

Sudbury Park & Recreation is looking for experienced, patient, knowledgeable, and energetic staff to serve as camp counselors for the Sudbury Adventure 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
- Program dates – To be determined
- Camp Times:
 - Monday 8:30am-4:10pm
 - Tuesday 8:40am-5:10 or 6:10 on specific dates
 - Wednesday-Friday 8:40am-4:10pm
- Serves as a group leader.
- 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.
- Enforce Sudbury Adventure 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, and sports.

Supervision:

Counselors are under the supervision the Sudbury Adventure Program Director.

Job Environment:

Summer Adventure Program consists of eight 1 week sessions. Each week the camp travels to 4 different pre-determined off site locations. 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.

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 grades 6-8

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.
- Must be comfortable swimming.

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

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

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