

**Employment Opportunity  
Sudbury Summer Camp Director**

Posted: January, 17, 2012

The Town of Sudbury, Park and Recreation Department, is seeking an energetic individual to serve as our Summer Camp Director for the Sudbury Summer Camp Program. This position will run from June 25, 2012 – August 24, 2012. The ideal candidate will have previous experience in working with school aged children in a camp or school setting. Sudbury Summer is a day camp program for children Grades K -5 and serves around 160 children per week. The hours for the Camp Director will be Monday – Friday 8:15am – 4:15pm.

**General duties include, but are not limited to:**

Management and coordination of the seven (7) week Sudbury Summer Camp for grades K-5 located at the Fairbank Community Center. Camp runs from 8:45am – 3:00pm.

Creates activities that will be fun, educational, and developmentally appropriate for camp.

Supervises Sudbury Summer Camp staff which is made up of college/high school age employees.

Requires frequent contact with parents and guardians of campers during drop-off and pick-up and if there are any issues during the camp day.

Work is performed both indoors and outdoors in a very busy and active environment.

Requires a high level of attentiveness and an ability to maintain order.

Communicates medical issues with staff as necessary without compromising participant confidentiality.

Develops weekly theme based calendar of activities to inform parents of daily activities for the entire week of camp.

Instruct staff on how to implement plan for the week and give guidance on working with campers and parents.

Typical camp day includes morning greeting, arts and crafts, free play, snack, camp activity or theme activity, sports, music, science and nature and drama, and the clean up before departure.

Ability to conduct weekly off site field trips and special camp events.

Performs similar or related work as required.

**Communication:**

Works under the direction of the Director of Park and Recreation.

Reports to parents, staff and director regarding camper's health issues.

Counsels campers, parents and staff pertaining to individual and or group issues.

**Qualifications:**

Individual should have the capacity for identifying, formulating and assessing age appropriate and appealing activities for school age children.

Position requires the ability to interact effectively, instructively, supportively and tactfully with school age children.

Ability to effectively address multiple tasks simultaneously.

For more information please contact Nancy McShea, Director of Parks and Recreation, at 978-639-3259 or via email at [mcshean@sudbury.ma.us](mailto:mcshean@sudbury.ma.us).

Resumes and letters of reference can be mailed to: Nancy McShea, Director of Parks and Recreation, Sudbury Park and Recreation Department, 40 Fairbank Road, Sudbury, MA 01776. Or via email at [mcshean@sudbury.ma.us](mailto:mcshean@sudbury.ma.us).