



Town of Sudbury

Park & Recreation Department

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

SUDBURY PRESCHOOL PALS DIRECTOR

Position Purpose:

Sudbury Park & Recreation is looking for experienced, patient, knowledgeable, and energetic person to serve as Preschool Director for the Sudbury Preschool Pals morning camp.

Program Description:

Sudbury Preschool Pals is for children ages 3-4, who are potty-trained. The children enjoy a variety of activities in a watchful setting of a 1:5 counselor to child ratio; there are a total of 5 counselors and 20 children in each session. The children participate in arts & crafts, story-time, age appropriate games and activities, playground play, as well as special events.

The program consists of seven 1-week sessions, with the program running from 9:00am-12:00pm each day. The program runs June 27 – August 19, with the week of July 4th off. In addition to the program, there is a staff training and open house.

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 days that the program is running.
- Camp Times: 8:30am-12:30pm; camp preparations and cleanup.
- Serves as a program leader.
- Supervise and work directly with staff for the planning and implementation of crafts and activities.
- Oversee and monitor all counselors for preschool pals.
- Monitor all children who participate in this preschool pals program.
- 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, Park, Recreation, and Aquatics Director, and parents regarding camper's daily experiences as well as any other job related concerns or issues.
- Act as a social role model for all children at camp as well as counselors.
- Enforce Sudbury 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.
- Plan, Implement, and participate in activities (when needed).
- 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:

Preschool Pals Director is under the supervision of the Park, Recreation, and Aquatics Director. Preschool Pals Director oversees 5-7 counselors on a given week; as well as communicates with other Sudbury Summer Camp Director's when needed.

Job Environment:

Summer camp is packed with many different programs and activities including art, water play, sports, music, and other typical camp activities. Groups will be formulated of 4-5 campers and 1 staff; director oversees all groups. 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. Camp is located at 40 Fairbank Road, Sudbury, MA 01776.

Recommended Minimum Qualifications:**a. Education, Training, and Experience**

- Must be 18 years of age or older
- Associates in early childhood education; or like experience.
- Experience working with preschool age children between 2.5-5 years of age.
- CPR/First aid certification preferred, but not required (we will train).
- Excellent organizational skills.
- Ability to effectively plan activities and lead staff ranging from high school to college age students.
- Excellent communication skills.

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.

All interested candidates should submit a resume, cover letter, completed application to:

Kayla McNamara
Park, Recreation, and Aquatics Director
Sudbury Park & Recreation
40 Fairbank Road
Sudbury, MA 01776

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

Applications will be accepted until positions are filled.