



## **Parks & Recreation Teen Venture Camp Director**

The Town of Medway's Parks and Recreation department is looking for an experienced, patient, knowledgeable, and energetic staff member to serve as the Director of the Medway Teen Venture Camp.

### **Responsibilities**

- Manage Staff and daily trip activities.
- Handle any early dismissals, ensure camper pick up and drop off runs smoothly; first to arrive and last to leave.
- Creating fun, educational and developmentally appropriate activities before and after field trips.
- Frequent interaction with parents and guardians of campers during drop-off and pick-up.
- Assists with field trip organization each day, arrival & departure, bus and group management.
- Relates program concerns to the Parks & Recreation Director.
- Acts as a social role model for all children and staff at camp.
- Responsible for supervising and controlling campers enrolled in Teen Travel Camp
- Enforce Choate Summer regulations and policies to assure safety of all children in attendance. Must be able to solve problems and remain calm with children and parents.
- Ability to exercise judgement, decisiveness, and creativity.
- Must attend all preseason trainings and be present all days that the program is running.
- Other duties as assigned.

### **Qualifications**

- Must be age 21 or older.
- Experience working with children in a camp or school environment, teacher certification preferred.
- CPR and first aid certification required. (training provided during staff trainings)
- Enthusiasm, sense of humor, patience, self-control and flexibility is required.
- Good time management skills and strong work ethic
- Must be available for the 4 weeks of Teen Venture (July 15 – August 9th), Monday – Friday 8:45am-3:15pm

**Supervision**

- Provides direct supervision of Camp Counselors
- Reports to the Parks & Recreation Director

**Environment**

Teen Venture is packed with a different field trip each day of the week. The environment requires constant movement around and involvement with campers. Moderate physical effort is generally required involving occasional lifting/moving/pushing up to 30-60 pounds. Frequently requires 5+ hours of standing and/or walking.

The starting pay rate for this position is \$25.00 per hour.

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