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## TOWN OF MEDWAY

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### JOB POSTING

#### PARKS AND RECREATION CHOATE PARK SUMMER DAY PROGRAM ASSISTANT DIRECTOR

The Town of Medway's Parks and Recreation department are looking for an experienced, patient, knowledgeable, and energetic staff member to serve as the Assistant Camp Director for the Choate Summer day program.

**Responsibilities Include:** Assist the Director in planning all facets of the camp, including theme days/weeks, leading meeting of entire staff and campers. Responsible for the CIT program. Assist the Director in the supervision and evaluation of staff and CIT's. Assist in creating activities that will be fun, educational, and developmentally appropriate for camp. Interacts frequently with parents and guardians of campers during drop-off and pick-up. Assists with organizing schedules and groups for each session. Relates programs, concerns, etc. to the Camp Director and/or Parks and Recreation Director. Instructing staff and CIT's on how to implement plans for the week and gives guidance on working with campers and parents. Act as a social role model for all children at camp, and staff. Enforce Choate Summer regulations and policies to assure safety of all children in attendance. Must be able to problem solve and stay calm with children as well as their parents. Ability to exercise judgment, decisiveness, and creativity. Must attend all preseason training and all days the program is running.

**Qualifications:** Must be a college graduate, experience working with children in a camp or school environment, teacher certification preferred, CPR and first aid certification required. (CPR and First Aid Training provided during staff training).

Please email your application and resume to: [jsinclair@townofmedway.org](mailto:jsinclair@townofmedway.org)  
or send to: Human Resource Coordinator, 155 Village St. Medway, MA 02053

**Date of Posting:** January 18, 2023  
**Dates of Employment:** July 10, 2023 – August 25, 2023  
**Salary:** \$20/hour  
**Closing Date:** Open Until Filled