

Position: **Summer Camp Assistant Supervisor**
Department: Southborough, MA Recreation Department
Hours: Up to 40 Hours per week
Benefits: N/A
Salary: Grade 3, Seasonal Part Time – Schedule C

Job Description

Under the direction of the Summer Camp Supervisor, the Assistant Supervisor is responsible for day to day operations of Southborough Recreation's summer camp program. This individual will help manage up to 20 part time staff and be the point person to lead our Counselor in Training program. The Asst. Supervisor will implement policies, procedures, and programming while ensuring a safe enriching environment for registered campers. This is a seasonal position with an expectation of working 8-10 weeks during the summer.

RESPONSIBILITIES:

- Assists in the development and implementation of daily camp curriculum.
- Supervise all Part time staff to ensure proper behavior.
- Supervise all Counselors in Training, and guide them through trainings and programming as directed by the Southborough Recreation Department.
- Communicate with vendors and contractors when necessary.
- Assist in keeping of all camp paperwork and records.
- Successfully communicate with parents, guardians, caretakers and staff.
- Implement and uphold department and safety policies
- Inventory all equipment at the seasons close. Communicate with Recreation office when additional supplies are needed.
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Requirements

- Successful completion of CORI background check
- First Aid/CPR Certified. Training will be offered
- Experience working with youth in a camp, classroom, or childcare setting. Past experience as a camp director/supervisor preferred.
- Strong organization and communication skills.
- Must have the physical ability to participate and lead camp activities and lift up to 25 lbs
- Must be available entire summer season, 8-10 weeks.

To apply, please submit an Employee Application found online at www.SouthboroughRec.com.

Town of Southborough EOE