

TOWN OF SOUTHBOROUGH



RECREATION COMMISSION

Southborough Recreation · 21 Highland Street · Southborough, Massachusetts 01772
(508) 229-4452 · FAX (508) 229-7969 · dferguson@southboroughma.com



Southborough Recreation
Building A Healthy Community

2019 Job Opportunities

Submit resumes by: March 1, 2019

To Doreen Ferguson, Recreation Director: 21 Highland Street Southborough, MA 01772, email to dferguson@southboroughma.com

Summer Camp Supervisor

June to August
Monday-Friday
8:30 a.m. to 1:00pm

Must be 21 years of age; camp experience required; prefer 2 years work experience in a public or private educational setting. Preferred CPR and first aid certified. Responsible for the development of camp curriculum & activities. Requires strong communication, supervisory & organizational skills. Starting \$21/hr

Responsible for the daily operation of camp from arrival to dismissal, including but not limited to discipline for campers and staff. Ensures that the camp's daily activities as well as the weekly themed activities are followed through. Experience in communications with parents Handles transportation issues and staff evaluations. Supervisor offers support to all staff and serves as a resource to them. Handles staff disciplinary issues with guidance from the Director. Responsible for regular inventory of camp supplies and informs Recreation office of any items that are needed including medical, arts and crafts, sports and general supplies.

Summer Camp Assistant Supervisor

June to August
Monday-Friday
8:30 a.m. to 1:00pm

Must be 21 years of age; camp experience preferred; prefer 2 years work experience in a public or private educational setting; preferred CPR and first aid certified. Responsible for the assisting the implementation of camp curriculum & activities. Requires strong communication, supervisory & organizational skills. Starting \$16/hr

Assists with the daily operation of camp from arrival to dismissal, including but not limited to discipline for campers and staff. Ensures that the camp's daily activities as well as the weekly themed activities are followed through. Experience in communications with parents. Assistant Supervisor offers support to all counselors and serves as a resource to them.

Summer Camp CIT Supervisor

June to August
Monday-Friday
8:30 a.m. to 1:00pm

Must be 21 years of age; camp experience preferred; prefer 2 years work experience in a public or private educational setting; preferred CPR and first aid certified. Responsible for the implementation of CIT curriculum & activities. Requires strong communication, supervisory & organizational skills. Starting \$21/hr

The C.I.T. Supervisor will be responsible for all aspects of the CIT program, including training and professional development for C.I.T. Experience with curriculum development preferred. Experience with teens in an informal educational setting and experience working in camps that includes camp leadership. Must excel at working collaboratively with others, possess good communication skills and problem solving skills.

Summer Camp CIT Coordinator

June to August
Monday-Friday
8:30 a.m. to 1:00pm

Must be 21 years of age; camp experience preferred; prefer 2 years work experience in a public or private educational setting; preferred CPR and first aid certified. Assisting the Supervisor to implementation CIT curriculum & activities. Requires strong communication, supervisory & organizational skills. Starting \$15/hr

Assist the C.I.T. Supervisor with implementing the C.I.T curriculum. Experience with teens in an informal educational setting and experience working in camps that includes camp leadership. Must excel at working collaboratively with others, possess good communication skills and problem solving skills.

Summer Camp Counselor

June to August
Monday-Friday
8:30 a.m. to 1:00pm

Must have completed sophomore year of high school; camp experience preferred; Must enjoy working with children; Requires strong communication, supervisory & organizational skills. Starting \$11/hr

The Camp Counselor is responsible for planning, leading, and implementing core and non-core programs and experiences for children in a small group setting. You will be responsible for the general safety, development and accountability of all participants in your group. You are expected to provide high quality outdoor educational and recreational experiences for campers that focus on the values of caring, honesty, respect and responsibility.

Tennis Instructor

Spring-Summer

Spring hours, Monday – Friday, 2pm – 4pm

Summer hours, Monday – Friday, 8am – 11am

Must be 21 years of age; teaching experience required in this field; preferred CPR and first aid certified. Requires strong communication, supervisory & organizational skills. Starting \$21/hr.

Works under the direction of the Recreation Director. Teaches various tennis programs. Experience working with children up through adult; Evaluate abilities of participants; Deliver progressive tennis activities as part of the tennis instruction; ensure facility is safe for play; strong communication and organizational skills

Coach

Cross County (fall) and Track & Field Coach (spring)

Seasonal

Monday, Wednesday, Friday 2pm – 4pm

Must be 21 years of age; teaching/coaching experience required in this field; preferred CPR and first aid certified. Requires strong communication, supervisory & organizational skills. Starting \$21/hr.

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport. Assign duties to assisting staff. Organize practices and meets (home and away). Keep records of all participants' times and recognitions. Ensure safety of facility and equipment.

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