

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

<u>POSITION:</u>	<u>Summer Park Program Supervisor</u>	#J2024 – 0020 Posted 12/10/2024
<u>DEPARTMENT:</u>	Recreation	Posting Removal: 1/2/2025
<u>HOURS OF WORK:</u>	35 – 40 Hours/week – Seasonal July 7 th to August 15 th	
<u>SALARY:</u>	\$25/hour	

The Summer Park Program Supervisor will be responsible for overseeing the daily operations and activities of the program. This involves ensuring the safety and well-being of the participants by managing staff, assisting with organization, maintaining discipline, and communicating with parents.

Required Qualifications:

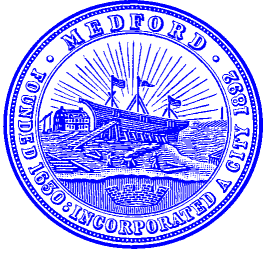
- Must be Age 21 or older before July 7th, 2025
- Have a minimum of 2 years' experience with supervising children
- Must have a valid Drivers License
- Able to attend Orientation June 25th & 26th (time TBD)
- Standard First Aid (provided during orientation)
- Adult and Child CPR/AED/EpiPen (provided during orientation)
- Able to solve problems and have good judgment
- Ability to communicate with parents and guardians including emails and phone calls.
- Demonstrate strong leadership skills, including motivating and managing counselors. Provide support and guidance with a positive attitude.
- Strong organizational skills, including the ability to maintain records and schedules.
- Proficient in Microsoft Office

Preferred Qualifications:

- Knowledgeable in MyRec management software
- Confident Swimmer.
- American Camp Association- Camp Director Certification

Duties:

- Standard First Aid (provided during orientation)
- Adult and Child CPR/AED/EpiPen (provided during orientation)
- Able to solve problems and have good judgment
- Ability to communicate with parents and guardians including emails and phone calls.
- Demonstrate strong leadership skills, including motivating and managing counselors. Provide support and guidance with a positive attitude.
- Strong organizational skills, including the ability to maintain records and schedules.
- Proficiency in Microsoft Office
- Directly supervise and evaluate Counselors.
- Directly communicate with parents and staff.
- Maintain a daily and weekly schedule of activities and special events.
- Schedule weekly vendors within a pre-determined budget.



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- Assist the Program Manager with ordering equipment and supplies for the summer season.
- Coordinate drop off & pick up procedures.
- Oversee activities.
- Ability to work in a team-oriented environment.
- Follow and execute the facility's Emergency Action Plan if necessary.
- Perform CPR or provide basic first aid.
- Ensures Counselors complete required paperwork and forms throughout the day. Communicates to management when emergencies occur during recreation programs.
- Ensures Counselors enforce safety rules and prevent injury
- Other duties may be assigned by the Recreation Director, Assistant Recreation Director or Program Manager

Location:

- Tufts Park- 449 Main Street, Medford, MA

Schedule:

This is a seasonal position, beginning of July 7th to August 15th, 2025 (six weeks). This employee will be scheduled between 35-40 hours per week. Additional flexible hours will be offered during the late Winter and Spring season to prepare for the Summer.

ADDRESS ALL COVER LETTERS AND RESUMES TO
City of Medford
Department of Recreation
30 Forest Street
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
kbailey@medford-ma.gov

For the posting, please visit the Department of Recreation's website – MedfordRecreation.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.