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

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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.
* 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](file:///C:\Users\Kevin\Downloads\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.**