



Kevin J. Bailey  
Director of Recreation

# City of Medford

Recreation Department

30 Forest Street  
Medford, Massachusetts 02155  
Telephone (781) 393-2486



TDD: (781) 393-2516

## Job Description Summer Park Program Supervisor

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 7<sup>th</sup>, 2025
- Have a minimum of 2 years' experience with supervising children
- Must have a valid Drivers License
- Able to attend Orientation June 25<sup>th</sup> & 26<sup>th</sup> (time TBD)
- Standard First Aid (provided during orientation)
- Adult and Child CPR/AED/EpiPen (provided during orientation)
- Able to problem solve and have good judgement
- Ability to communicate with parents and guardians including emails and phone calls.
- Demonstrate strong leadership skills, including motivating and manage 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:

- Directly supervise and evaluate Counselors
- Directly communicate to parents and staff
- Maintain a daily and weekly schedule of activities and special events.
- Schedule weekly vendors within a pre-determined budget

- Assist 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 facilities 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 7<sup>th</sup> to August 15<sup>th</sup>, 2025 (six weeks). 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.

**Pay:** \$25.00/ hour

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