



TOWN OF STOW
380 Great Road
Stow, Massachusetts 01775

SUMMER ASSISTANT CAMP DIRECTOR

Pine Bluff Recreational Area

Description: Summer, Seasonal 9 Week Program (June 17, 2024-August 16, 2024); 35-40 hours per week
Pay Rate: \$20.59 to \$22.18 per hour depending upon qualifications and experience.

Stow Recreation is seeking a dynamic Assistant Director to support our Summer Camp Director at Pine Bluff Beach. Applicants must possess a high energy level, a strong work ethic, and administrative experience. The Summer Camp Assistant Director will help with planning prior to the start of the camp. Under the direction of the Stow Camp Director this position will provide leadership and program responsibility for Camp Stow. The Assistant Director is expected to assist the Camp Director in managing a 9-week program with 50-100 children and a staff of 10- 20 people. This position is responsible for the implementation and planning of daily activities as well as supervision of seasonal staff.

Qualifications:

- 3+ years in a supervisory role in a camp setting.
- Knowledge of the philosophy, objectives, and requirements in the implementation of youth programs and summer camps; the concepts of program risk management and safe work practice; supervision and leadership techniques; and basic Windows, Microsoft Office and web-based program applications are required.
- The ability to communicate effectively and possess excellent interpersonal skills while interacting with program participants, parents, co-workers, supervisors, and the general public; to plan, promote, organize, and evaluate recreation services for Summer Camp program; and to handle and prioritize multiple tasks are highly recommended.
- Previous experience in summer camp activities, working with school-age children and some camp administration is recommended. Mandatory CPR and First Aid certifications, and WSI certification and waterfront experience are highly recommended.

How to Apply: Qualified candidates should send a letter of interest and resume or application to careers@stow-ma.gov, or by mail to Assistant Town Administrator, Town of Stow, 380 Great Rd., Stow, MA 01775. Applications are available on our website under the Human Resources Department.
AA/EOE.