

Summer Job Posting

The Town of Topsfield Recreation Committee is accepting applications for four experienced Camp Program Managers.

Position - The position of the Program Manager requires the preparation of a daily curriculum in one of four specialty areas:

- Arts & Crafts
- Drama/Imagination
- Science/Nature
- Sports

**Continuing Education and work or extensive volunteer experience in one of these specialties is a requirement.

The responsibilities of each position will include the following:

- Prepare a daily camp program in their area of expertise (with the input of the Camp Director), as well as, assist the Director in other activities as needed throughout the day
- Maintain appropriate equipment and supplies for individual summer programs within budget
- Address campers' needs by cultivating a nurturing and safe environment for the summer camp program participants
- Manage and supervise counselors during specific individual program time and clean up after activities
- Enforce camp rules and act as a disciplinarian
- Provide motivation, encouragement and supervision for both counselors and summer campers
- Daily set up of supplies and program activities prior to camp opening
- Cleanup after activities and help with daily camp closing cleanup

Note: The Camp Program Manager responsibilities will vary and it is important that the each person be flexible and willing to assist in any other camp activity as needed.

DESIRED QUALIFICATIONS

The Camp Program Manager must be at least 18 years old and have some experience in a summer camp, as well as have *at least* one-year experience working or volunteering with children. Continuing Education and work or extensive volunteer experience in one of these specialties is a requirement: Arts & Crafts; Drama/Imagination; Science/Nature; or, Sports. First Aid and CPR certifications are required.

DATES AND HOURS OF SERVICE

Prior to camp opening, 10 hours of program preparation time. Tentative daily program itinerary and all equipment and supply lists must be delivered to the Camp Director by June 10, 2011.

Camp Dates: Tuesday, July 5 thru Friday, August 12, 2011. Monday thru Friday: 8:30 am -1:30 pm daily, *plus* two hours a week for program preparation: Total of 27 hours per week. Preference is definitely given to candidates available for all six weeks. (Please supply dates/weeks that you are not available on the reverse side of the application)

COMPENSATION –

Starting at \$11 and commensurate with experience.

Additional benefits include: special summer camp discounts for dependent children (campers who will be entering Grades 1-6) of Camp Program Managers.

APPLICATION –

Applications can be downloaded from our website: www.topsfieldrecreation.org. Please mail completed application, a resume and/or cover letter indicating specialty area desired to: Topsfield Recreation Committee, PO Box 44, Topsfield, Ma 01983.

The deadline for the submission of applications will be Monday, May 23, 2011

The Town of Topsfield is an Equal Opportunity Employer.