



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

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| Job Title: | DIRECTOR, SUMMER AT THE REC | Date: | DECEMBER 2025 |
| Department: | PARKS AND RECREATION | Grade: | - |
| Reports To: | DIRECTOR, PARKS AND RECREATION | FLSA: | NON-EXEMPT |

POSITION PURPOSE:

The Director of the Summer at the Rec program will be responsible for the administration and operation of a comprehensive summer day program. Duties will include planning, coordinating and supervising a wide variety of activities at the program, as well as staff management, field trip planning, and special event coordination.

ESSENTIAL FUNCTIONS:

- Manage and coordinate the 7- week Medway Recreation Summer Program for Kindergarten – 5th Grade. The summer program is open Monday - Friday, 8:00 AM – 5:00 PM. (Summer Program Director is not expected to be at camp 7:30 AM – 5:30 PM; however, an 8-hour work day is expected).
- Plan, supervise and lead the daily operations of the Medway Recreation summer program, and provide a fun and creative experience for kids.
- Assist in preparing and facilitating pre-season staff training, including a dedicated summer program training.
- Collaborate with recreation directors to manage disciplinary action, as needed. Must be able to handle disciplinary issues among kids and staff appropriately.
- Prepare program lists for each week.
- Meet with recreation directors regularly to discuss supplies, special events, weekly themes and budget.
- Oversee the use of equipment and facilities. Immediately report any facility damage to the recreation directors
- Oversee summer program staff and CITs along with recreation directors
- Oversee safe drop off and dismissal process.
- Responsible for implementation of department safety and emergency policies to maintain the health, safety and welfare of all kids and staff.



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SUPERVISION:

The Director of Summer at the Rec reports to the Director of Parks and Recreation. The Director directly supervises the Camp Counselors.

RECOMMENDED MINIMUM QUALIFICATIONS:

- Bachelor's degree in Recreation, Education, or related field; teaching certification preferred; three years' supervisory camp/program experience required; or any equivalent combination of education and experience.
- Minimum of 25 years of age
- Experience working in an after school, camp, recreation or school setting.
- Experience with providing supervision and guidance to members of staff.
- Experience working with children ages 5-12.
- Experience with scheduling and planning activities for children.
- Experience with addressing camper behavioral issues with children, parents and staff.
- Demonstrate creativity, ability to motivate children, and display a positive attitude.
- Excellent role model.
- Good communicator.
- Ability to work in a fast-paced environment
- CPR and First Aid certification

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Moderate physical effort is generally required which involves occasional lifting/moving/ pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 5+hours standing and/or walking.

WORK ENVIRONMENT:



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The Summer at the Rec program is packed with many different programs including science, art, sports, music, special events, and other typical camp activities. Groups will be formulated of 10-20 kids and two staff. These environments require staff members to constantly be on the move and actively involved in all activities with campers. Individuals must be self-motivated and comfortable speaking and interacting with children with and without disabilities as well as their parents.