
TOWN OF MEDWAY

JOB POSTING

PARKS AND RECREATION SUMMER BUDDIES PROGRAM DIRECTOR

The Town of Medway's Parks and Recreation department are looking for an experienced, patient, knowledgeable, and energetic staff member to serve as the Director for the Choate Buddies Summer Day program. The schedule will be from July 6, 2026 – August 7, 2026 from 8:30 a.m. – 1:30 p.m., with one week of training the week of June 29, 2026.

Responsibilities Include: Planning all facets of the program, including theme days/weeks. Leading meeting of staff and program participants. Responsible for the supervision and evaluation of staff. Creating activities that will be fun, educational, and developmentally appropriate for camp. Interacts frequently with parents and guardians of campers during drop-off and pick-up. Assists with organizing schedules and groups for each session. Relates programs, concerns, etc. to the Parks and Recreation Director. Instructing staff on how to implement plans for the week and gives guidance on working with campers and parents. Act as a social role model for all children at the program, and staff. Enforce Summer Buddies regulations and policies to assure safety of all children in attendance. Must be able to problem solve and stay calm with children as well as their parents. Ability to exercise judgment, decisiveness, and creativity. Must attend all preseason training and every day the program is running.

Qualifications: Must be a college graduate, experience working with children in a camp or school environment, teacher certification preferred, CPR and first aid certification required. (CPR and First Aid Training provided during staff training).

Please review the job description on the Town website for more details. [Job Description](#)

Please send a cover letter, resume, and employment application to: Human Resources Manager, Joyce Sheehan at Medway Town Hall, 155 Village Street, Medway, MA 02053, or email to jsheehan@medwayma.gov. The Employment Application can be found here: [Application](#)