



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
(978) 443-1092

SUDBURY SUMMER CIT DIRECTOR

Position Purpose:

Sudbury Park & Recreation is looking for an experienced, patient, knowledgeable, and energetic staff member to serve as CIT Director for the Sudbury Summer day program. CIT Director will provide a job skills training program, supervise a mentoring aspect and role model expected behavior of a counselor.

Primary Duties and Responsibilities

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Mandatory attendance:
 - Preseason training – Wednesday, June 22 through Friday June 24, 8:45am-3:00pm.
 - Program dates - Monday through Friday, July 5 – August 19, 8:30am-3:15pm.
- Responsible for the education, leadership, safety, and well-being of the CITs.
- Plans and implements the Counselor-In-Training program.
 - Conducts “mock-interviews” with each CIT candidate.
 - Assigns CITs to activities and groups.
 - Follows up with counselors and specialists on a regular basis.
 - Conducts feedback sessions with the CIT group daily.
 - Provides CIT evaluations for each session and submits them on time.
 - Communicates with parents on a regular basis regarding any concerns or issues that may come up with participants.
- Consistently communicate with Camp Director and Assistant Park & Recreation Director.
- Act as a social role model for all children at camp as well as counselors-in-training.
- Enforce Sudbury Summer Camp regulations and policies to assure safety of all children in attendance.
- Must be able to think on feet (problem solve), and stay calm with children as well as their parents.
- Ability to exercise judgment, decisiveness and creativity.

Supervision:

CIT Director reports directly to the Assistant Recreation Director, Jessica Bendel. In the absence of the Assistant Director, the CIT Director will report to the Program Coordinator, Amber Comeau, or the Park and Recreation Director, Nancy McShea.

Job Environment:

Summer camp is packed with many different programs including science, art, swimming, sports, music, field trips, 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. On site days are located at 40 Fairbank Road, Sudbury, MA 01776. Off site locations are to be determined at a later date.

Recommended Minimum Qualifications:

- a. Education, Training, and Experience

- Must be 20 years of age or older
- High school graduate currently enrolled in a college education program.
- Experience working with children grades 8-10.

b. 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.

c. Additional Requirements

- CPR and first aid certification.
- Must be comfortable swimming.
- Valid driver's license

All interested candidates should submit a resume, cover letter, school transcript, and two references to:

Jessica Bendel
Assistant Director
Sudbury Park & Recreation
40 Fairbank Road
Sudbury, MA 01776

Submissions can also be made via email to Bendelj@sudbury.ma.us

Applications will be accepted until February 15, 2011