



**Town of Bernardston  
38 Church Street  
Bernardston, Massachusetts 01337**

**Job Announcement – Summer Camp Assistant Director**

The Bernardston Recreation Commission is seeking a dynamic Summer Camp Assistant Director to assist the Summer Camp Director in leading our Summer Camp Program! Applicants must possess a high energy level, a strong work ethic and administrative experience. The Summer Camp Assistant Director plans weekly curriculum and daily activities, teaching participants skill sets, communicating with parents, facilitating group discussions, proactive risk management and overseeing medical concerns.

**Salary:** The salary is \$20.50 per hour, maximum 40 hours per week over a 9 week period. The Summer Camp Assistant Director is responsible for assisting the Summer Camp Director with extensive planning one week prior to the start of camp (June 10 thru Jun 14, 2024) and will assist in managing an 8-week program (June 18 thru August 10, 2024) with approximately 30 to 40 children and a staff of 8 to 12 staff members.

**Essential Duties:**

- Assist, lead, and actively participate with children in various age-appropriate activities.
- Enjoys working with High School and College-aged staff, ability to work with campers (various ages), and communicate well with parents and guardians.
- Be able to effectively monitor behavior while using appropriate discipline techniques.
- Help to maintain a safe, clean summer program site.
- Ensure a high level of program quality and work to establish a positive relationship with all program participants and their families.
- Capable of managing multiple tasks and stepping into a program and/or administrative tasks.
- Serve as a positive role model to youth, teens and staff.
- Assist in organizing and facilitating a variety of small and large group activities each week.
- Communicates with parents about participants' experiences and report concerns to the Summer Camp Director.
- Assists in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Knows, enforces, and follows safety guidelines/emergency procedures associated with the camp and all program areas. This includes but is not limited to being responsible for your campers safety and their whereabouts at all times.
- Renders first-aid when necessary in view of the Summer Camp Health Care Policy.

**Qualifications:**

- Must be at least 21 years of age with supervisory experience. College level course work in elementary or secondary education is a plus.
- Previous experience working in a recreational camp setting or teaching is preferred.
- Previous experience or training with behavior challenges and children with special needs.
- Must have a valid CPR and First Aid Certification prior to the start of camp.
- Excellent judgment and problem solving skills
- Strong communication and leadership skills
- Candidates must be reliable, flexible and creative
- Must have a valid Driver's License.



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**Physical Abilities:** Must have the ability to lead and participate in indoor and outdoor camp activities which include, but are not limited to, physical games and activities, bending, lifting, walking, standing for long periods of time, swimming, team building initiatives and game and room set up which may include lifting up to 30 pounds.

*(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 essential functions.)*

**CLOSING DATE FOR APPLICATIONS:** May 22, 2024 at 12:00 pm

**Please mail cover letter and resume to:**  
Town of Bernardston  
Recreation Commission  
PO Box 504  
Bernardston, MA 01337

**Email cover letter and resume to:**  
[rec@townofbernradston.org](mailto:rec@townofbernradston.org)