



# TOWN OF LINCOLN

Middlesex County...Massachusetts

---

## PARKS AND RECREATION DEPARTMENT

16 Lincoln Road  
Lincoln, MA 01773  
Tel 781 259-0784  
Fax 781 259-1333  
www.LincolnRec.com

### **Town of Lincoln – Parks & Recreation Department Lincoln Summer Camp *Assistant Director***

#### **GENERAL DESCRIPTION**

General responsibilities include assisting with the oversight of the Gr. K-5 Pioneer, Rambler and Pathfinder programs including planning, daily management, counselor oversight and coordinating the Early Riser *or* Extended Day program. The Lincoln Summer Camp, held at the Lincoln Public School/Ballfield Road Campus consists of six weeks (July 6- August 14) of full-day activities and field trips for children entering grades K-8. Camp hours are from 9:00 am to 3:00 pm.

#### **SUPERVISION**

These positions come under the direct supervision of the Lincoln Summer Camp K-5 Director and the Parks & Recreation Director of the Town of Lincoln Parks & Recreation Department. The Lincoln Summer Camp K-5 Assistant Director is responsible for following and carrying out all of the workplace expectations and policies of the Lincoln Parks & Recreation Department.

#### **RESPONSIBILITIES**

1. Assist the Lincoln Summer Camp K-5 Director in:
  - a. Developing camp programs, trips and schedules based on a pre-approved budget
  - b. Developing and implementing orientation sessions for camp staff.
  - c. Overseeing camp staff and conducting staff meetings
  - d. Implementing a common philosophy to guide staff interaction with campers and each other.
  - e. Overseeing strong communication tools (website, newsletter, email, etc.) with campers, their families, and the community at large.
  - f. Coordinating the physical set up and breakdown of camp.
  - g. Providing smooth camp / swim operations and communication between the camp and pool staff.
  - h. Managing and overseeing weekly field trips
  - i. Submitting a written end-of-camp report to the Lincoln Summer Camp K-5 Director.
2. Coordinate the Early Riser program *or* Extended Day program including program schedule and staffing schedules.
3. Keep the Lincoln Summer Camp K-5 Director informed of all camp issues/updates that extend beyond routine camp operations.

#### **QUALIFICATIONS**

Must be 21 years of age or older

Ideally possess or are working toward a bachelor's degree in education, recreation, or a related field.

Passionate about working with children and teens

Current American Red Cross First Aid and CPR certified

**RATE OF PAY**

\$5,500 *commensurate with experience*