



TOWN OF LINCOLN

Middlesex County...Massachusetts

PARKS & RECREATION DEPARTMENT

16 Lincoln Road
Lincoln, MA 01773-6353
Tel 781 259-0784
Fax 781 259-1333
www.lincolnrec.com

Town of Lincoln – Parks & Recreation Department Lincoln Summer Camp *Bus Monitor/Camp Counselor*

GENERAL DESCRIPTION

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. Early Risers is offered 7:45 am - 8:45 am and Extended Day from 3:00 pm - 6:00 pm.

Lincoln Summer Camp offers transportation for METCO Boston based families to travel to and from camp each day in Lincoln and is looking for a responsible, organized, and enthusiastic person to be the Bus Monitor in addition to working as a floating Counselor during the camp day supporting all our groups. The person would meet the bus at 7:45 am at Franklin Park Zoo's Zebra Entrance and return by 4:00 pm.

A Camp Counselor employed with the Town of Lincoln Parks & Recreation Department is responsible for the health, safety and welfare of those attending the Lincoln Summer Camp. A Counselor's major responsibility includes the safe and successful implementation of the Lincoln Summer Camp Program as designed by the summer Camp Director(s).

SUPERVISION

This position comes under the direct supervision of the Camp Director(s) of the Town of Lincoln Parks & Recreation Department, or an individual assigned by the Camp Director(s) to supervise the counselor. A Bus Monitor/Counselor is responsible for following and carrying out all of the workplace expectations and policies of the Lincoln Parks & Recreation Department.

RESPONSIBILITIES

- Bus Monitor
 - Meet the bus at 7:45am at the Franklin Park Zoo Zebra Entrance.
 - Ride the bus from Boston to Lincoln, and back each day.
 - Supervise groups of children on the bus during transport.
 - Communicate with Camp Director regarding any and all issues and or concerns.
- Camp Counselor
 - Supervise groups of children to ensure a fun and safe camp experience.
 - Work in conjunction with Head Counselors, Specialists, Assistant Directors, and Directors to implement daily camp schedules that include (but are not limited to) activities such as arts and crafts, games, sports, outdoor recreation, field trips, etc.
 - Assist with the set-up, breakdown, and cleaning of program operations.
 - Enforces all program rules and regulations pertaining to the health and safety of participants.

- Responsible for the care and maintenance of equipment and facilities.
- Administer First Aid as necessary and as properly trained to do.
- Other related duties as assigned.

EXPECTATIONS

- Adhere to Lincoln Parks & Recreation Department expectations encompassing communication, working relations, job reliability, initiative, safety, and supervision
- To serve as an ambassador of the Parks & Recreation Department and engage with the public in a respectful, professional, and positive manner
- Present professional appearance and attitude at all times; maintain a high standard of customer service
- Attend scheduled in-service trainings and staff meetings

QUALIFICATIONS

- Minimum of 18 years of age
- CPR and First Aid certifications
(Certificate and re-certificate training will be offered if certificate is not already held)
- Dynamic and charismatic personality that will engage, inspire, and encourage children of all ages

RATE OF PAY

\$18.25/hour for Camp Hours

\$100/day Stipend for Bus Monitoring

HOW TO APPLY

1. Fill out application found at LincolnRec.com under the Employment section

2. Submit application:

a. Email a copy to Jessica Downing at jdowning@lincnet.org

OR

b. Mail a copy to:

Lincoln Parks & Recreation

Attn: Jessica Downing

16 Lincoln Road

Lincoln, MA 01773