CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Counselor
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager, Director and/or Designee

Primary purpose:

Counselors are responsible for creating a safe, engaging, and positive camp experience for all participants. They lead daily activities, supervise participants at all times, and promote an inclusive and supportive environment that fosters teamwork, creativity, and personal growth. Counselors are expected to model appropriate behavior, follow all program policies and safety procedures, communicate effectively with participants, families, and staff, and assist with setup, cleanup, and general program operations as needed.

Supervision:

Supervision Received: Works under the direction of the senior counselor and/or program Assistant Director and Director. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: Provides general supervision of children with an approximate ratio of 1 staff:10 children and supports participants in the Counselor in Training Program (if offered)

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate fairness and professionalism in interactions with campers, staff and families. Make thoughtful decisions that prioritize camper well-being and align with camp policies and values. Maintain confidentiality when handling sensitive information and know when to consult Directors.

Attention to detail – Assist in maintaining accurate camper attendance, headcounts, and group rosters throughout the camp day. Review daily schedules, activity plans, and camper information to ensure readiness for programming and have an overall idea of what is happening in the group each day.

Problem solving, decision making and adaptability – Respond calmly to unexpected situations, changes in schedule and camper needs. Follow camp policies, procedures, and documentation requirements consistently. Communicate important camper updates, incidents, and concerns to the appropriate staff and supervisors.

Energy, enthusiasm and attitude – Maintain a positive, energetic and approachable attitude throughout the day. Model enthusiasm, participation, a willingness to try new things, and motivate campers to actively participate. Encourage campers who may be hesitant, disengaged, or experience difficulty participating.

Safety and risk management –Maintain active supervision of campers during activities, transitions, meals and free play periods. Conduct regular head counts and follow established procedures for camper transitions and moving between activities. Be aware of camper allergies, medical needs, behavioral considerations, and individual accommodations. Enforce camp safety rules and make sure materials and spaces are used appropriately. Maintain appropriate staff to camper ratios and never leave campers unsupervised. Follow established first aid, emergency and incident reporting procedures and report challenges to camp leadership.

Leadership and team building – Serve as a role model for campers and CITs. Promote teamwork, cooperation and clear communication amongst group members, encouraging participation, kindness and respect. Demonstrate initiative and accountability while recognizing when supervisor guidance is needed.

Staff supervision and coaching – Provide guidance and feedback to CITs on how they can be supportive in the group. Address concerns discreetly and privately in a timely manner, bringing concerns to the CIT Director.
Behavior management and conflict resolution – Promote clear, consistent and age-appropriate behavioral expectations for campers. Help address camper conflicts, disagreements and challenging behaviors calmly and respectfully. Help campers develop problem solving, emotional regulation, and conflict resolution skills. Ensure behavioral responses are fair, inclusive, developmentally appropriate and consistent with camp policies. Maintain appropriate documentation when addressing incidents, communicating with Directors as appropriate.
Program planning and creativity – Assist in organizing age-appropriate group activities, transitions and daily routines including swimming, field trips and special events when offered. Help adapt activities to accommodate different abilities, interests and developmental needs. Encourage teamwork and skill development through participating in activities. Support specialists in delivering their programs. Ensure activity spaces are properly prepared, maintained and cleaned up for each activity.
Community building - Foster an environment where campers and staff feel welcomed, valued, and excited to participate. Promote respect, empathy and appreciation for differences. Encourage meaningful connections among campers and help new campers and staff integrate into the camp community.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Age:* Due to State health department regulations, Counselors must be a minimum of 15 years old and at least 3 years older than the participants they supervise.
- *Education, Training and Experience:* Possess previous background (education, employment, training) as a Counselor-in-Training or Junior Counselor, or experience attending camps or babysitting
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:15am-3:45 pm extended day hours may be available or required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Senior Counselor
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager, Director and/or Designee

Primary purpose:

Senior Counselors are responsible for creating a safe, engaging, and positive camp experience for all participants. They are responsible for the overall functioning of their assigned group and lead daily activities, supervise participants, and promote an inclusive and supportive environment that fosters teamwork, creativity, and personal growth. Senior counselors are responsible for mentoring and supporting counselors and CIT's assigned to their group, and are expected to model appropriate behavior, follow all program policies and safety procedures, communicate effectively with participants, families, and staff, and assist with setup, cleanup, and general program operations as needed.

Supervision:

Supervision Received: Works under the direction of the program Director, Assistant Director, and Recreation Manager. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: Provides general supervision of children with an approximate ratio of 1 staff:10 children along with supporting and providing guidance to counselors and CIT's assigned to their group.

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate fairness and professionalism in interactions with campers, staff and families. Make thoughtful decisions that prioritize camper well-being and align with camp policies and values. Maintain confidentiality when handling sensitive information and know when to consult Directors.

Attention to detail – Maintain accurate camper attendance, headcounts, and group rosters throughout the camp day. Review daily schedules, activity plans, and camper information to ensure readiness for programming. Pay attention to what is happening in the group during each activity and transition to implement changes as needed.

Problem solving, decision making and adaptability – Respond calmly to unexpected situations, changes in schedule and camper needs. Communicate important camper updates, incidents, and concerns to the appropriate staff and supervisors. Follow camp policies, procedures, and documentation requirements consistently. Recognize situations that require immediate intervention or escalation to leadership.

Energy, enthusiasm and attitude – Maintain a positive, energetic and approachable attitude throughout the day. Model enthusiasm, participation, a willingness to try new things, and motivate campers to actively participate. Encourage campers who may be hesitant, disengaged, or experience difficulty participating.

Safety and risk management –Maintain active supervision of campers during activities, transitions, meals and free play periods. Conduct regular head counts and follow established procedures for camper transitions and moving between activities. Be aware of camper allergies, medical needs, behavioral considerations, and individual accommodations. Enforce camp safety rules and make sure materials and spaces are used appropriately. Maintain appropriate staff to camper ratios and never leave campers unsupervised. Follow established first aid, emergency and incident reporting procedures and report challenges to camp leadership.

Leadership and team building – Serve as a role model for campers, CITs and counselors. Promote teamwork, cooperation and clear communication amongst group members. Encourage counselors to share responsibilities to contribute to a positive group environment that promotes cooperation, participation, kindness and respect. Demonstrate initiative and accountability while recognizing when supervisor guidance is needed

Staff supervision and coaching – Provide guidance and feedback to counselors and CITs on how they can be supportive in the group. Address concerns discreetly and privately in a timely manner. Provide feedback to the CIT director if there are challenges with CITs in your group, and to the Director if there are staff issues.

Behavior management and conflict resolution – Promote clear, consistent and age-appropriate behavioral expectations for campers. Address camper conflicts, disagreements and challenging behaviors calmly and respectfully. Help campers develop problem solving, emotional regulation, and conflict resolution skills. Ensure behavioral responses are fair, inclusive, developmentally appropriate and consistent with camp policies. Maintain appropriate documentation when addressing incidents, communicating with Directors as appropriate.

Program planning and creativity – Assist in organizing age-appropriate group activities, transitions and daily routines including swimming, field trips and special events when offered. Help adapt activities to accommodate different abilities, interests and developmental needs. Encourage teamwork and skill development through participating in activities. Support specialists in delivering their programs. Ensure activity spaces are properly prepared, maintained and cleaned up for each activity.

Community building - Foster an environment where campers and staff feel welcomed, valued, and excited to participate. Promote respect, empathy and appreciation for differences. Encourage meaningful connections among campers and help new campers and staff integrate into the camp community.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Education, Training and Experience:* Possess previous background (education, employment, training) as a Counselor, or experience babysitting, along with experience in leadership roles.
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs. Lead and delegate a team to ensure the overall functioning of a group.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:15am-3:45 pm extended day hours may be available or required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Program Specialist, including Art, STEM, Sports, Language Arts, etc
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager, Director and/or Designee

Primary purpose:

Specialists are responsible for planning and leading high-quality, skill-based activities in their specific program area while creating a safe, positive, and engaging environment for all campers. They provide expertise in their specialty-such as arts, sports, nature, STEM, or enrichment-and collaborate with group staff and program directors to ensure activities are well-organized, inclusive, and developmentally appropriate. Specialists must be able to work effectively with children in group settings, give clear verbal instructions, adapt activities to varying abilities, and maintain a physically active presence throughout the day. They are expected to uphold all program policies and safety procedures, communicate proactively with camp leadership, prepare in advance and set up and clean up for their activities, and support general camp operations and special events as needed.

Supervision:

Supervision Received: Works under the direction of the program Director, Assistant Director, and Recreation Manager. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: This position oversees the preparation and operation of their specialty area and supports the program as a whole when not assigned to specific activities.

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate integrity, fairness, discretion, and professionalism in all interactions with campers, staff, and leadership. Make thoughtful, informed decisions that prioritize camper well-being and align with camp policies and organizational values. Maintain confidentiality when handling sensitive information, incidents, and personnel matters and know when to consult the Directors.

Attention to detail – Ensure daily schedules and activity plans are up to date and accurate. Pay attention to supplies and materials needed for each activity. Monitor camper information to plan for accommodations.

Problem solving, decision making and adaptability – Respond calmly to unexpected situations including staffing changes, weather disruptions, and schedule adjustments. Make decisions that prioritize safety and program quality to keep things running smoothly. Know when to bring concerns and challenges to leadership.

Energy, enthusiasm and attitude – Demonstrate a positive, approachable, and energetic attitude throughout the day. Model enthusiasm, participation, and a willingness to try new activities and motivate campers and staff to actively participate. Maintain patience and composure during challenging situations.

Safety and risk management – Maintain supervision of campers and ensure appropriate staff-to-camper ratios during activities. Identify potential hazards before activities begin and conduct regular checks of activity areas, equipment, and program spaces for safety. Ensure staff and CITs follow emergency procedures and safety policies. Respond promptly to injuries, emergencies, and concerns, communicating as needed with Directors.

Leadership and team building – Provide clear rules and instructions for activities that allow participants and staff to better understand their expectations in the activity. Encourage a supportive team culture that encourages cooperation, participation, kindness and respect.

Staff supervision and coaching – Provide guidance and feedback to staff and CITs on how they can be supportive during your activities. Address concerns discreetly and privately in a timely manner.
Behavior management and conflict resolution – Promote clear, consistent and age appropriate behavioral expectations for campers. Support staff in implementing positive behavior guidance with proactive strategies. Address camper conflicts, disagreements and challenging behaviors calmly and respectfully. Help campers develop problem solving, emotional regulation, and conflict resolution skills. Ensure behavioral responses are fair, inclusive, developmentally appropriate and consistent with camp policies. Maintain appropriate documentation when addressing incidents, communicating with Directors as appropriate.
Program planning and creativity – Develop and implement engaging, age-appropriate daily activities and special events. Adapt activities to accommodate different abilities, interests and developmental needs. Encourage teamwork and skill development through participating in activities. Coordinate materials, equipment and staffing to deliver programs. Evaluate activities to incorporate feedback and make adjustments as needed. Ensure activity spaces are properly prepared, maintained and cleaned up for each activity.
Community building - Foster an environment where campers and staff feel welcomed, valued, and excited to participate. Build a positive relationship with campers and staff. Promote respect, empathy and appreciation for differences. Encourage meaningful connections among campers and help new campers and staff integrate into the camp community.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Education, Training and Experience:* High School Diploma preferred. Possess previous background working with children in a leadership role (education, employment, training) along with demonstrated experience in a specific specialty area.
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs. Lead and delegate a team to ensure the overall functioning of the assigned role.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:15am-3:45 pm extended day hours may be available or required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Assistant Director
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager, Director and/or Designee

Primary purpose:

The Assistant Director supports the overall daily operation of the camp by assisting the Director with supervision, program planning, staff leadership, camper management, and the daily functioning of the program. This position helps ensure a safe, organized, and engaging environment by monitoring program quality, addressing behavioral or safety concerns, and providing guidance to Counselors and Specialists. The Assistant Director must be able to work effectively with children and staff, maintain a strong physical presence throughout the day, and communicate clearly and professionally with families and team members. They play a key role in fostering a positive camp culture, upholding all policies and procedures, and stepping into the Director's responsibilities when needed to ensure smooth and consistent program operation.

Supervision:

Supervision Received: Works under the direction of the program Director and Recreation Manager. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: This position is part of the leadership team and must provide oversight to specialists, senior counselors, counselors, and CIT's, along with supervision of children.

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate integrity, fairness, discretion, and professionalism in all interactions with campers, staff, families, and leadership. Make thoughtful, informed decisions that prioritize camper well-being and align with camp policies and organizational values. Maintain confidentiality when handling sensitive information, incidents, and personnel matters and know when to consult the Camp Director.

Attention to detail – Ensure daily schedules, staff assignments, attendance records and camper rosters are accurate and up to date. Verify that camper paperwork, medications, accommodations, and authorized pickup procedures are followed. Complete reports, documentation, and responsibilities accurately and promptly.

Problem solving, decision making and adaptability – Respond calmly to unexpected challenges, staffing changes, weather conditions, and program disruptions. Assess situations quickly, evaluate options, and make timely decisions that prioritize safety and program quality with the support of the director.

Energy, enthusiasm and attitude – Bring a positive, energetic, and approachable presence to the camp environment each day. Maintain composure and a constructive attitude during stressful or demanding situations. Motivate campers and staff through encouragement, positivity, and engagement.

Safety and risk management – Promote a culture of safety by consistently enforcing camp policies, procedures, and emergency protocols. Maintain appropriate staff to camper ratios during activities, transitions, trips and special events. Demonstrate good judgment in knowing health and safety issues of participants, including allergies or dietary restrictions. Respond promptly to injuries, behavioral concerns, and other incidents, communicating with families and the Director as appropriate. Serve as a health care supervisor for the program.

Leadership and team building – Support the Director in establishing expectations and standards for the staff. Lead by example and foster trust, respect and support to build an environment where staff communicate effectively, share responsibilities, and work together. Assist with running staff training and staff meetings.

Staff supervision and coaching – Observe staff interactions and program delivery. Coach staff in camper engagement, group management, safety practices, and activity facilitation, providing timely, constructive, and actionable feedback. Recognize strong performance and identify opportunities for professional growth using check ins and evaluations. Address performance concerns promptly, documenting issues and collaborating with the Camp Director on corrective actions. Ensure staff feel supported and prepared for their responsibilities.
Behavior management and conflict resolution – Promote positive camper behavior through clear expectations, consistent boundaries, and proactive guidance. Support staff in using age-appropriate, respectful, and developmentally appropriate behavior management strategies. Intervene calmly when addressing camper conflicts, emotional distress, or disruptive behavior. Partner with families and camp leadership when recurring or significant behaviors arise. Maintain appropriate documentation when addressing incidents.
Program planning and creativity – Monitor program logistics, supplies and facilities to ensure activities run smoothly. Assist in developing, organizing, and implementing special events, field trips and daily activities. Adapt programming to accommodate varying interests, abilities, developmental needs, and weather conditions.
Community building – Foster an environment where campers and staff feel welcomed, valued, and excited to participate. Build a positive relationship with campers, families and staff. Promote respect, empathy and appreciation for differences. Encourage meaningful connections among campers and help new campers and staff integrate into the camp community.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Education, Training and Experience:* High School Diploma required. Possess previous background working with children in a leadership role (education, employment, training) along with demonstrated experience in leading a team of staff members. Be certified in CPR and First Aid and attend a Health Care Supervisor Training before beginning work.
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs. Lead and delegate a team to ensure the overall functioning of the program.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:00 am-4:00 pm extended day hours may be required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Director
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager or Designee

Primary purpose:

The Director is responsible for overseeing the successful planning, coordination, and delivery of camp program operations. This includes supervising seasonal staff, ensuring a safe and inclusive environment for all participants, managing daily schedules and program logistics, confirming all necessary paperwork has been submitted for participants, and maintaining consistent communication with families, staff, and community partners. The Director ensures programs meet organizational standards, adhere to all policies and safety procedures, and provide a high-quality, engaging experience that supports youth development, learning, and positive recreation. The Director must be able to work effectively with children and staff, maintain a strong physical presence throughout the day, and communicate clearly and professionally with families and team members. They play a key role in fostering a positive camp culture, upholding all policies and procedures, and ensure smooth and consistent program operations.

Supervision:

Supervision Received: Works under the direction of Recreation Manager. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: This position is part of the leadership team and must provide oversight to assistant directors, specialists, senior counselors, counselors, and CIT's, along with supervision of children.

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate integrity, accountability, and appropriate boundaries with children, families and staff. Maintain confidentiality when handling sensitive issues and provide a positive and respectful working relationship with staff.

Attention to detail – Ensure daily schedules, staff assignments, attendance records and camper rosters are accurate and up to date. Verify that camper paperwork, medications, accommodations, and authorized pickup procedures are followed. Complete reports, documentation, and responsibilities accurately and promptly.

Problem-solving, decision-making and adaptability – Respond calmly and effectively to unexpected situations and daily challenges. Adjust schedules, activities, and resources to meet changing needs and circumstances based on policies and sound judgement.

Energy, enthusiasm and attitude – Bring a positive, energetic, and approachable presence to the camp environment each day. Maintain composure and a constructive attitude during stressful or demanding situations. Motivate campers and staff through encouragement, positivity, and engagement.

Safety and risk management – Promote a culture of safety by consistently enforcing camp policies. Maintain appropriate staff to camper ratios during activities, transitions, trips and special events. Demonstrate good judgment in knowing health and safety concerns of participants and staff. Identify potential hazards and implement preventative measures to minimize risk. Respond promptly to injuries, behavioral concerns, and other incidents, communicating with families as appropriate. Serve as a health care supervisor for the program.

Leadership and team building – Establish clear expectations and consistent standards for staff, ensuring that staff are continuously performing and improving in their role. Lead, motivate, and support staff in creating a positive camp environment. Assist with running staff training and staff meetings.
Staff supervision and coaching – Observe staff interactions and provide timely and constructive feedback to recognize strong performance and allow for professional growth. Complete evaluations and reports as needed.
Behavior management and conflict resolution – Demonstrate creativity and the ability to motivate, guide and instruct children of varied abilities while supporting group staff with behavioral needs. Help campers navigate disagreements, manage challenging behaviors, and build positive relationships. Create and follow through on any plans implemented to ensure staff and participants understand what is expected of them at camp.
Program planning and creativity – Develop an engaging daily schedule that provides age-appropriate activities that encourage learning, fun, and personal growth. Plan, or support the planning in daily activities, special events, field trips, swimming, extended day and all aspects of camp to ensure materials and supplies are available. Participate in activities and provide resources and support for campers and staff with differing needs.
Community building – Establish trusting and positive relationships with campers, families, and staff. Create an environment where every camper and staff member feels welcomed, respected, and valued.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Education, Training and Experience:* Must be a minimum of 21 years of age. High School Diploma required, Bachelors degree in recreation, education or related field preferred. Be certified in CPR and First Aid and attend a Health Care Supervisor Training before beginning work.
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs. Lead and delegate a team to ensure the overall functioning of the program.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:00 am-4:00 pm extended day hours may be required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CITY OF NEWTON, MASSACHUSETTS

POSITION TITLE	Counselor in Training Program - Director
DEPARTMENT	Parks & Recreation
GRADE	Seasonal, Non-Exempt
SUPERVISOR	Recreation Manager or Designee

Primary purpose:

The Counselor in Training Program Director is responsible for overseeing the successful planning, coordination, and delivery of the CIT program. This includes supervising counselor in training participants, ensuring a safe and inclusive environment for all participants, managing daily schedules and program logistics, confirming all necessary paperwork has been submitted for participants, and maintaining consistent communication with families and staff. This position ensures the program adheres to all policies and safety procedures, and provide a high-quality, engaging experience that supports youth development, learning, and positive recreation.

The Director helps ensure a safe, organized, and engaging environment by monitoring program quality, addressing behavioral or safety concerns, and providing guidance to Counselors and Specialists that are working with CIT's. The Director must be able to work effectively with children and staff, maintain a strong physical presence throughout the day, and communicate clearly and professionally with families and team members. They play a key role in fostering a positive camp culture, upholding all policies and procedures, and ensure smooth and consistent program operation.

Supervision:

Supervision Received: Works under the direction of Recreation Manager. Follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed time schedule.

Supervision Given: This position is part of the leadership team and must provide oversight to assistant directors, specialists, senior counselors, counselors, and CIT's, along with supervision of children.

Essential Functions:

(The essential functions listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Sound judgment and professionalism – Demonstrate integrity, accountability, and appropriate boundaries with children, families and staff. Maintain confidentiality and promote a positive and respectful working relationship.

Attention to detail – Manage attendance, schedules, camper information, supplies, and required documentation.

Problem-solving, decision-making and adaptability – Respond calmly and effectively to unexpected situations and daily challenges. Adjust schedules, activities and resources to meet changing needs and circumstances based on policies and sound judgement.

Energy, enthusiasm and attitude – Bring a positive, energetic, and approachable presence to the camp environment each day. Maintain composure and a constructive attitude during stressful or demanding situations. Motivate campers, staff and CITs through encouragement and positivity.

Safety and risk management – Promote a culture of safety by consistently enforcing camp policies. Demonstrate good judgment in knowing health and safety concerns of participants and staff. Identify potential hazards and implement preventative measures to minimize risk. Respond promptly to injuries, behavioral concerns, and other incidents, communicating with families as appropriate. Serve as a health care supervisor for the program.

Leadership and team building – Lead, motivate, and support staff in creating a positive camp environment for the CITs. Assist with running staff training and staff meetings as it relates to staff working with CITs.
Staff supervision and coaching – Provide and receive feedback from staff on their interactions with CIT's. Complete check in's and evaluations with CITs to promote skill development. Complete reports as needed.
Behavior management and conflict resolution – Demonstrate creativity and the ability to motivate, guide and instruct children of varied abilities while supporting group staff with behavioral needs. Help CITs navigate disagreements, manage challenging behaviors, and build positive relationships. Create and follow through on any plans implemented to ensure staff and participants understand what is expected of them at camp.
Program planning and creativity – Develop engaging, age-appropriate activities that encourage development in skills and personal growth of CITs. Plan, organize and implement daily training for CITs and assist with special events, field trips, swimming, extended day and other aspects of camp as it pertains to CITs and the general functioning of camp. Ensure materials and supplies are available and appropriate supervision is in place. Participate in activities and provide resources and support for campers and staff with differing needs.
Community building – Establish trusting and positive relationships with campers, CITs, families and staff. Create an environment where every camper and staff member feels welcomed, respected, and valued.

Qualifications, Physical Skill and Ability:

(The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this position successfully. Reasonable accommodations may be made to enable individuals to perform these duties)

- *Education, Training and Experience:* Assistant Directors must be a minimum of 18 years old and Directors must be a minimum of 21 years of age. High School Diploma required, Bachelors degree in recreation, education or related field preferred. Be certified in CPR and First Aid and attend a Health Care Supervisor Training before beginning work.
- *Knowledge:* Knowledge of specific department policies related to recreation programming as written in the policies and procedures manual or program manual. Must successfully complete camp orientation training.
- *Skills:* Maintain a high level of dependability, responsibility and customer service being punctual and appropriately dressed. Communicate regularly and effectively, bringing any concerns or challenges up in a timely manner. Be friendly, courteous, and treat everyone with dignity and respect regardless of personal preferences or beliefs. Lead and delegate a team to ensure the overall functioning of the program.
- *Ability:* Perform job duties requiring light physical effort, including lifting, carrying, pushing, or pulling materials weighing approximately 5–25 pounds; standing or moving for extended periods; and the ability to perceive visual and auditory cues and communicate verbally as needed.

Work Environment

Work may be indoors or outdoors in temperatures and weather conditions consistent with the season. Programs may include large groups, amplified sound, bright lights, and noises consistent with sports, special events, children's programs, etc. Multi-tasking with directing and leading participants, staff, parents, etc. is a key function when working at programs.

Performance Standard

Employees are expected to effectively work together to meet the needs of the program through work behaviors demonstrating the City's values. Employees are also expected to assist in maintaining facilities in a clean and safe condition and to ensure children comply with department rules and procedures.

Hours and Compensation

Hours: are program specific but in general include Monday through Friday, 8:00 am-4:00 pm extended day hours may be required depending on the program

Compensation: Seasonal employees are paid an hourly rate based on the number of hours they work each week. Rates are based on the position and step used by Newton Parks & Recreation for seasonal employees. Seasonal employees are non-exempt and do not qualify for unemployment or overtime benefits.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)