

Camp Assistant Director - Levels 1 and 2

Job Title: Camp Assistant Director – Level 1

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director

Position Purpose:

Supports the Camp Director in managing the daily operation of a camp site. Provides supervision of staff, assists with parent communication, assists with camper behavior support, and helps lead programming and logistics.

Supervision:

Supervises Counselors, Specialists and CIT's. Supports camp operations and staff development. Reports to the Camp Director

Essential Functions:

- Assist with day-to-day site operations, including staff coverage, transitions, and activity oversight
- Serve as a lead support in camper discipline, behavior plans, and inclusion needs
- Communicate with parents about minor incidents, behaviors, or daily highlights
- Support Camp Director with organizing daily schedules and responding to program needs
- Provide feedback and mentorship to camp staff
- Monitor camper wellness and ensure that safety protocol is followed
- Help lead camp-wide events, staff meetings, and daily setup/cleanup
- Support swim activities.

Minimum Qualifications:

- High Diploma or equivalent
- 2+ years of experience in full-time work in youth recreation or education
- Prior experience as a Group Leader or comparable camp leadership role
- Strong organizational and people management skills
- CORI/SORI clearance

Preferred Qualifications:

- Associate's degree/two years of college coursework in recreation, education, child development or related field. Equivalent combination of education and experience will be considered.
- Experience managing small teams or youth activities

Certifications/Requirements:

- Current CPR and First Aid certification
- Must attend all staff training and work full camp season

Pay Grade 5: Assistant Director - Level 1

Hourly Rate: \$21.00–\$24.00/hour

Schedule: Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June 29, 2026–August 7, 2026. Must attend pre-season training and full season.

Disclaimer:

Responsibilities may shift based on camp needs. Employment is seasonal and subject to Town policies.

Job Title: Camp Assistant Director – Level 2

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director

Position Purpose:

Supports the Camp Director in managing the daily operation of a camp site. Provides supervision of staff, assists with parent communication, assists with camper behavior support, and helps lead programming and logistics.

Supervision:

Supervises Counselors, Specialists and CIT's. Supports camp operations and staff development. Reports to the Camp Director

Essential Functions:

- Assist with day-to-day site operations, including staff coverage, transitions, and activity oversight
- Serve as a lead support in camper discipline, behavior plans, and inclusion needs

- Communicate with parents about minor incidents, behaviors, or daily highlights
- Support Camp Director with organizing daily schedules and responding to program needs
- Provide feedback and mentorship to camp staff
- Monitor camper wellness and ensure that safety protocol is followed
- Help lead camp-wide events, staff meetings, and daily setup/cleanup
- Support swim activities.

Minimum Qualifications:

- High School Diploma or equivalent, plus some coursework in recreation, education, or related field. Equivalent combination of education and experience will be considered.
- 3+ years of experience in a camp or youth program, including prior leadership roles
- Demonstrated skill in team leadership, youth behavior support, and parent communication
- CORI/SORI clearance

Preferred Qualifications:

- Associate's Degree/two years of college coursework in recreation, education or related field.
- Previous experience as a Camp Counselor or Assistant Director
- Familiarity with camp operations, special events, and youth safety protocol

Certifications/Requirements:

- Current CPR and First Aid certification
- Must attend all staff training and work full camp season

Pay Grade 6: Assistant Director – Level 2

Hourly Rate: \$23.00–\$26.00/hour

Schedule: Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June 29, 2026–August 7, 2026. Must attend pre-season training and full season.

Disclaimer:

Responsibilities may shift based on camp needs. Employment is seasonal and subject to Town policies.

EEO Statement:

The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.