



Medway Town Hall  
 155 Village Street  
 Medway, MA 02053  
 Telephone (508) 533-3264  
 Fax (508) 321-4988

**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

**JOB DESCRIPTION**

<b>Job Title:</b>	CHOATE PARK SUMMER PROGRAM COUNSELOR	<b>Date:</b>	2025
<b>Department:</b>	PARKS AND RECREATION	<b>Grade:</b>	SEASONAL
<b>Reports To:</b>	PARKS AND RECREATION DIRECTOR	<b>FLSA:</b>	NON-EXEMPT

**POSITION PURPOSE:**

The Town of Medway and Medway Parks & Recreation Department are looking for experienced, patient, knowledgeable, and energetic staff to serve as camp counselors for the Choate Summer Day program.

**ESSENTIAL FUNCTIONS:**

- Must attend all preseason training and all days that the program is running.
- Program times: 8:15 am-3:30 pm.
- Consistently communicate with the Program Director, and parents regarding camper’s daily experiences as well as any other job-related concerns or issues.
- Facilitate friendships between all children.
- Act as a social role model for all children at camp.
- Enforce Choate Summer regulations and policies to assure the safety of all children in attendance.
- Must be able to think quickly, problem solve, and stay calm with children as well as their parents.
- Ability to exercise judgment, be decisive, and be creative.
- Participating in activities, i.e. group activities, indoor/outdoor games, and sports.

**SUPERVISION:**

Counselors will work closely with the Lead Counselors but will ultimately be under the supervision of the Program Director.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Must be 16 years of age or older.
- Experience working with children grades K-5.

**KNOWLEDGE, ABILITY, AND SKILL:**

- CPR and first aid certification. (Training provided during staff training)

**PHYSICAL REQUIREMENTS:**

Moderate physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 5+ hours standing and/or walking.



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#### **WORK ENVIRONMENT:**

The Choate summer program is packed with many different programs including science, art, sports, music, special events, and other typical camp activities. Groups will be formulated of 10-15 kids and 2-3 staff. These environments require staff members to constantly be on the move and actively involved in all activities with campers. Individuals must be self-motivated and comfortable speaking and interacting with all children and their parents.