



Medway Town Hall
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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	TEEN VENTURE SUMMER PROGRAM COUNSELOR	Date:	2025
Department:	PARKS AND RECREATION	Grade:	SEASONAL
Reports To:	PARKS AND RECREATION DIRECTOR	FLSA:	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 Teen Venture program.

ESSENTIAL FUNCTIONS:

- Must attend all preseason training and all days that the program is running.
- Program times: 8:30 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 TEEN VENTURE 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.
- Assists with field trip organization each day, arrival & departure, bus, and group management.
- Creating fun, educational, and developmentally appropriate activities before and after field trips.

SUPERVISION:

Counselors will be under the supervision of the Teen Venture Program Director.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older.
- Experience working with children grades 5-9.

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.

WORK ENVIRONMENT:

Teen Venture is packed with a different field trip each day of the week. The environment requires constant movement around and involvement with campers.