



# TOWN OF WALPOLE RECREATION DEPARTMENT

Walpole Town Hall  
135 School Street  
Walpole, MA 02081  
Phone: (508) 660-6353  
recreation@walpole-ma.gov

## JOB POSTING

**POSITION:** Summer Program Director  
**DEPARTMENT:** Recreation Department  
**STARTING WAGE:** Starts at \$22.00 / hour

**Application Deadline: April 1, 2024**

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The Walpole Recreation Department is seeking energetic, responsible, and outgoing applicants to lead one of its two Summer Programs for Summer 2024.

*Walpole Woods* offers a summer recreation experience tailored for children ages 8 to 12, located at Jarvis Farm. Meanwhile, *Summer on Stone* caters to younger children ages 4 to 7 and is situated at Blackburn Hall. At both programs, participants engage in games, foster friendships, explore new activities, and savor every summer moment. Key duties entail designing, coordinating, and overseeing activities; guiding and managing a team of summer staff in activity execution; ensuring a secure environment for participants; and communicating with families.

The ideal candidate would be available part-time, on a flexible basis, leading up to summer and available Monday-Friday between 8:00 a.m. - 5:00 p.m. from late-June through late-August.

### **QUALIFICATIONS & EXPERIENCE REQUIREMENTS**

- Applicants must be 18 years of age or older
- High School graduate required, graduate from a four-year college / university preferred with a degree in recreation or a related field
- Two seasons of recreation experience as part of the administrative staff of a recreational program for children, or an equivalent combination of education and experience

### **SALARY & BENEFITS**

This is a non-benefit seasonal position during our summer program season; flexible part-time hours in months preceding summer; 40 hours per week in July and August; Salary starts at \$22.00 per hour.

### **TO APPLY**

For applications, please visit the Town of Walpole's website at [www.walpole-ma.gov](http://www.walpole-ma.gov), visit the Recreation Department's website at [www.walpolerec.com](http://www.walpolerec.com), or apply in person at Blackburn Memorial Hall located on Stone Street. All seasonal employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.