

## **Summer Assistant Director:**

**Dates of hire from June 18, 2024, through August 12, 2024**

**Mondays, Tuesdays, and Wednesdays from 8:30 to 4:15**

### **Job Description:**

**Assisting the Summer Director with directing the Paxton Summer program. Planning and running age-appropriate activities throughout the day. Supervise and monitor children, counselors, and C.I.T's. Responsible for collecting fees and record keeping. Assisting with field trips. Working directly with Summer Director/ Paxton Recreation Director.**

### **Job Qualifications:**

**Summer Program Director needs to be very motivated, enjoy working with children, organized, and creative. Director should have experience managing staff and working in children's programs. Summer Program Director must be over the age of 21 and typically possess a degree or studying within the field of Education, Child Psychology, Social Work, or an equivalent field. Summer Program Director should be CPR and 1<sup>st</sup> Aid approved.**

**All interested parties please submit resume to: Paxton Recreation  
697 Pleasant Street, Paxton, MA 01612 Attention Kathy Card**