



# Walpole Recreation Department

30 Stone Street | Walpole, MA | 508.660.6353  
www.walpolerec.com

## JOB POSTING TOWN OF WALPOLE

**POSITION:** Director - *Walpole Woods: Summer Day Program*  
**DEPARTMENT:** Recreation  
**WAGE:** \$25.00 - \$40.00/hr D.O.Q.

Application Deadline: March 22, 2016

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### POSITION DESCRIPTION:

The Walpole Recreation Department is seeking qualified applicants to direct the new *Walpole Woods Summer Day Program*. *Walpole Woods* is a new summer day program located at Jarvis Farm, formerly the Sharon Country Day Camp. *Walpole Woods* encourages youth (grades 1-6) from Walpole and the surrounding area to participate in active and healthy activities, learn about the natural environment around them, and develop the skills to participate as responsible members of society.

### RESPONSIBILITIES INCLUDE:

Primary and direct responsibility for the day-to-day operation and supervision of the *Walpole Woods: Summer Day Program* including oversight of program operations, supportive services, health matters, food, staff supervision, and transportation.

### QUALIFICATIONS AND EXPERIENCE:

Applicants must be 21 years of age or older and must meet one of the following:

1. Successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies, or their equivalent; or
2. Have at least two seasons previous experience as part of the administrative staff of a recreational program for children.

Special Requirements:

1. Certification of First Aid and CPR/AED training prior to the start of the program

### SALARY AND BENEFITS:

This is a full-time, non-benefit seasonal position during our summer program season; \$25.00 - \$40.00/hr. This is a new position, pending approval at the Spring Annual Town Meeting.

### TO APPLY:

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.

Official Title: R-9 Specialized Instructor