

SUMMER OUTDOOR ADVENTURE PROGRAM STAFF

(Brooksby Farm: Peabody, MA)

Contact: Randy Weld, Peabody Recreation Department
(978) 536-7132, Randy.weld@peabody-ma.gov

SITE DIRECTOR: The Site Director will supervise the Brooksby Summer Adventure Program. Specifically, they are responsible for developing a specific program plan, leading activities and ensuring the safety and enjoyment of participants. The Site Director is responsible for the direct management of Recreation Specialists, up to 60 participants at a time, and multiple teen assistant leaders.

Responsibilities-

- Plan and implement appropriate schedule and activities.
- Organize and lead a variety of small and large group activities. Activities may include crafts, nature, songs, games and sport activities.
- Identify and respond to participant behavior issues. Implement positive behavior-management techniques.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to Recreation Supervisor.
- Maintain accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program. This includes but is not limited to being responsible for participant's safety and their whereabouts at all times.
- Help guide Recreation Specialists and Teen Leaders to have a deeper understanding of leadership and counseling skills.
- Be a role model for staff and participants by following all policies and demonstrating enthusiasm, humor, and a commitment to personal growth.
- Participate in and help facilitate comprehensive staff training prior to the start of the program, as well as weekly planning meetings.

Qualifications:

- Minimum 21 years of age.
- Experience working with youth. Camp or other group experience required.
- Must have enthusiasm, be adaptable, dependable, and possess an excellent work ethic.
- Must be able to provide guidance and supervision.
- Wilderness First Aid or Wilderness First Responder, as well as CPR certifications prior to the start of the program.
- Demonstrate knowledge and skill in program areas. Challenge course and youth outdoor recreation experiences preferred.
- Possess good leadership abilities and responsibility.
- Have the ability to work with minimal supervision.
- Ability to work hard and maintain positive attitude, despite challenging circumstances involving the environment, weather and the emotional responses of youth in outdoor and challenge settings.

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TRIP DIRECTOR: Trip Director will supervise 5 off-site based programs throughout the summer. Programs include day and overnight trips for ages 12 - 16, including the following activities: canoeing, rock-climbing, backpacking, surfing and camping. Responsibilities include trip leadership in the areas of: planning; gear management; food shopping; transportation; staff management and emergency response. Contract includes 9 weeks compensation.

Responsibilities

- Review and understand all trip itineraries and emergency action protocols.
- Organize and lead a variety of group activities relevant to outdoor travel and community building.
- Identify and respond to participant behavior issues. Implement positive behavior-management techniques
- Ensure groups adhere to industry standards for outdoor travel and recreation.
- Communicate with parents and participants about program expectations and policies.
- Supervise and provide professional development for all assistant trip staff.
- Be a role model for staff and participants by following all policies and demonstrating enthusiasm, humor, and a commitment to personal growth.
- Participate in comprehensive staff training as well as weekly planning meetings.

Qualifications:

- Minimum 20 years of age.
- Experience in working with youth. Camp or other youth group experience required.
- Must have enthusiasm, be adaptable, dependable, and possess an excellent work ethic.
- Must be able to provide guidance and supervision.
- Wilderness First Aid or Wilderness First Responder, as well as CPR certifications prior to the start of the program.
- Demonstrate knowledge and skill in program areas, specifically those related to backpacking, canoeing, rock-climbing and camping.
- Possess good leadership abilities and responsibility.
- Have the ability to work with minimal supervision.
- Ability to be physically active for long periods of time.
- Ability to work hard and maintain positive attitude, despite challenging circumstances involving the environment, weather and the emotional responses of youth in outdoor and challenge settings.

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RECREATION LEADER: Recreation leaders will lead small groups of children, ages 7-16, in becoming confident and competent as individuals and group members in outdoor settings. The daily schedule will include games and crafts, nature exploration, team-building initiatives as well as high and low ropes course sessions. The program also includes overnight and field-trip activities that will incorporate camping, hiking, canoeing, rock-climbing and surfing.

Responsibilities:

- Plan and implement appropriate daily schedule of activities for designated age group each week.
- Lead small groups of youth in outdoor challenge and adventure activities at Brooksby Farm and various sites in the region.
- Participate in comprehensive staff training prior to program's commence, as well as daily in-session planning meetings.
- This position does involve multiple overnight commitments from staff.
- Staff will assist with the preparation, maintenance, packing and unpacking of all program materials, including those related to all trips and special events.
- Dynamically deliver and facilitate activities that maintain physical and emotional safety of participants.

Qualifications:

- Minimum age of 19 years.
- Previous experience working with children, preferably in outdoor or adventure settings. Group facilitation experience preferred.
- Hard-working, dedicated, energetic.
- An appreciation for the outdoors.
- Multiple experiences camping and hiking. Experience canoeing, rock-climbing or surfing also a plus.
- Timely, reliable and committed to working both cooperatively and independently.
- Ability to maintain a positive attitude while being physically active all day.
- Experience confronting adversity and persevering.
- Ability to work hard and maintain positive attitude, despite challenging circumstances involving the environment, weather and the emotional responses of youth in outdoor and challenge settings.

SUMMER PLAYGROUND PROGRAM

Contact: Ann Gray, Peabody Recreation Department
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RECREATION LEADER: Recreation leaders will lead small groups of children, ages 6-12, in becoming confident and competent as individuals and group members in outdoor park settings. The daily schedule will include games and crafts, team-building initiatives as well as outdoor sports games and activities. The program also includes weekly field trips and field days.

Responsibilities:

- Plan and implement appropriate daily schedule of activities for designated age group each week.
- Lead groups of youth in outdoor games and activities.
- Assist site coordinator in keeping site clean, organized, and free of litter.
- Assist site coordinator in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Enforce, and follow all safety guidelines associated with the program. Protect the health, safety and welfare of all participants.

Participate in comprehensive staff training prior to program's commence, as well as weekly planning meetings.

- Be a role model for participants by following all policies and demonstrating enthusiasm, sense of humor, and self-control
- Dynamically deliver and facilitate activities that maintain physical and emotional safety of participants.

Qualifications:

- Minimum age of 17 years.
- Previous experience working with children preferred.
- Hard-working, dedicated, energetic.
- Timely, reliable and committed to working both cooperatively and independently.
- Ability to maintain a positive attitude while being physically active all day.
- Experience confronting adversity and persevering.
- Ability to work hard and maintain positive attitude, despite the emotional responses of youth in outdoor settings.

SPECIAL NEEDS SUMMER PROGRAM STAFF

Contact: Ann Gray, Peabody Recreation Department
(978) 536-7131, ann.gray@peabody-ma.gov

RECREATION LEADER: Recreation leaders will lead small groups of children, ages 6-16, all with various levels of high functioning, special needs, in becoming confident and competent as individuals and group members. The daily schedule will include games and crafts, team-building initiatives as well as a variety of outdoor games and activities. The program also includes weekly field trips and field days. Special Needs Recreation Leaders are expected to deliver specialized instruction that requires a specific skillset along with relevant experience.

Responsibilities:

- Identify and respond to participant behavioral and physical demands. Implement positive behavior-management techniques.
- Assist site coordinator in keeping site clean, organized, and free of litter.
- Assist site coordinator in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Enforce, and follow all safety guidelines associated with the program. Protect the health, safety and welfare of all participants.
- Support site coordinator by participating in programming and assisting as needed.
- Be a role model for participants by following all policies and demonstrating enthusiasm, sense of humor, and self-control.
- Plan and implement appropriate daily schedule of activities for designated group.
- Participate in comprehensive staff training prior to program's commence, as well as daily in-session planning meetings.
- Dynamically deliver and facilitate activities that maintain physical and emotional safety of participants.

Qualifications:

- Minimum age of 18 years.
- Previous experience working with children, preferably those with special needs.
- Hard-working, dedicated, energetic.
- Able to adapt to ever-changing daily situations.
- Timely, reliable and committed to working both cooperatively and independently.
- Ability to maintain a positive attitude while being physically and emotionally involved with children
- Experience confronting adversity and persevering.
- Ability to work hard and maintain positive attitude, despite challenging circumstances.