



Position Vacancy

RFP #26-054-01

Position: Director of Summer Programs
Department: Parks & Recreation
Grade: \$19.73 - \$24.94 per hour
Schedule: Up to 40 hours per week



- Position will remain open until filled.
- The Parks and Recreation office is located at 475 Union Avenue
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer

This is a seasonal, non-benefitted, full-time position from mid-June through mid-August with up to 40 hours per week. The Director of Summer Programs is responsible for supervising, planning, organizing, directing, and implementing seasonal recreation programs & activities; including special events, sport clinics, youth development, arts & crafts and other miscellaneous job-related duties as assigned. The position will be responsible for the general safety, growth, and skills achievement of the participants in seasonal programs. This position will encourage respect for personnel property, recreational equipment, and park equipment. This position will observe youth behavior, supervise vendors and program staff, and enforce appropriate safety regulations & emergency procedures within the policies and guidelines of the department. Performs under the supervision of the Superintendent of Recreation, Activities Supervisor, and Recreation Supervisor. [Visit our website for more information!](#)

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Maintains accurate attendance records.
2. Acts immediately, and appropriately to secure the safety of participants in the event of an emergency.
3. Performs emergency care and treatment, as needed, until the arrival of emergency medical services.
4. Enforce program and department rules and regulations.
5. Spot hazards or potential hazards and take measures to prevent accidents.
6. Presents professional appearance and attitude at all times; maintains a high standard of customer service.
7. Performs various maintenance duties and job-related duties, as directed, to maintain operations and a clean and safe environment.
8. Is courteous, consistent, helpful, and informative to participants and patrons.
9. Must be extremely alert and exhibit a high degree of awareness.
10. Must work as a team player with vendors and other staff members.
11. Insure the proper use and storage of all equipment.

Qualifications:

- Applicants must be at least 18 years of age
- Applicants must have graduated from/be enrolled in a college/university program with specializations in Recreation Management, Physical Education, or related field, OR must possess a high school diploma or

GED, and two (2) years in a supervisory capacity that demonstrates directing recreation programming, intramural sports activities, or therapeutic recreation

- Must have current certification for CPR/AED and First Aid by a recognized source (i.e.: American Red Cross) or the intent and ability to attain these certifications prior to the summer season
- Ability to pass CORI/SORI
- Must have excellent organizational and supervisory skills
- Ideally have prior knowledge of department rules, guidelines, and mission
- Ideally is familiar with household cleaning products and proper use
- Must have a valid MA driver's license and reliable transportation
- Must have an open availability with the possibility of working some weekends
- Ability to:
 - Follow routine verbal and written instructions
 - React calmly and effectively in emergency situations
 - Act and look professional at all times
 - Lift up to 40 pounds
 - Stand/walk for long periods of time
 - Communicate effectively and professionally with the public
 - Function as part of a team
 - Work in a variety of weather conditions

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.