

**Town of Natick  
Job Description**

<b>Position Title:</b>	Asstistant Leader	<b>PT Grade Level:</b>	G1
<b>Department:</b>	CSD – Recreation & Parks	<b>Reports to:</b>	Program Coordinators/Directors

**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.*

- Assist Leader Counselors in the well-being and happiness of campers
- Assist with driving campers in a 14 passenger van
- Assist with shopping and organizing supplies
- Assist with summer movies, concerts and events
- Assist with camp set up, break downs and clean up

Engage and interact with campers and teens to encourage and enforce appropriate behaviors

- Follow proper emergency procedures when necessary

Prepare for and actively participate in pre-camp training and weekly meetings as necessary

**Recommended Minimum Qualifications:**

**Education and Experience:**

- Experience working, volunteering or educating kids is highly recommended.

**Special Requirements:**

- Has or is able to obtain current CPR/FA Certification approved by Massachusetts State Health Department.
- Must be 18+ years of age
- Valid MA Drivers License with clean driving record

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