



ST. MARK'S SUMMER

Available Positions

Thank you so much for your interest in St. Mark's Summer! We invite you to complete our summer [staff application](#) online. Upon completion of the application, qualified candidates will be contacted to arrange an interview with our Directors. If you have any questions or concerns, please feel free to contact us at 508-786-1223 or at info@stmarksummer.org.

We look forward to receiving your application and learning more about you!

Take care,
Kristi Jacobi and Bob Rojee
Directors, St. Mark's Summer

General Details:

St. Mark's Summer offers full-day and extended-day summer camp, enrichment programs, and sports camps for campers ages 4 to 14 on the historical campus of St. Mark's School in Southborough, Massachusetts, 25 miles from Boston. We are seeking seasonal employees for our Summer 2023 season, which will run Monday through Friday from June 20 - August 18.

All St. Mark's Summer employees will be on-campus at St. Mark's School, 25 Marlboro Road, Southborough, MA.

Employment dates and salary ranges are listed for each position, all positions include daily camp lunch and snack.

Summer staff of any St. Mark's Summer program are eligible for discounted tuition for dependent children during their employment period.

Add-on Responsibilities are available (with additional compensation) for summer staff interested in roles with Extended Care. Please see a description and indicate your interest in the staff application.

How to Apply:

Interested candidates should complete the [Staff Application](#) for the role(s) they are interested in, including reference contact information and questions related to specific position(s) you are interested in. We will contact qualified candidates to arrange an interview if we believe there is a potential match with our needs.

We will continue hiring through the winter and spring as positions remain available. Hiring is done in conjunction with enrollment January through May.

Staff Training for all employees will be a combination of nominal asynchronous training prior to June and in-person training to be held during the week of June 12. Hired faculty will be informed of these dates and attendance obligations at the time of their job offer.

Compensation will be provided based on completion and attendance.

Positions Available

Please visit our [website](#) for additional information on each position.

Counselor

Employment Dates: On-campus June 20 - August 18, 2023

Counselors are assigned in pairs (or three) to lead our Traditional Camp groups. Campers are enrolled for one- or two-week sessions throughout the summer, though many will enroll for multiple sessions. Camper groups are non-gendered and typically include participants from one grade or adjacent grades (i.e. grades 4-5). The Counselors oversee the group ensuring the whereabouts of participants throughout the day. Following the daily schedule, the Counselors helps to inform campers of their activity choices and ensure they are efficient during transitions. One of the most important responsibilities of a Counselor is promoting group bonding, a memorable experience for all campers, and the building of positive and caring relationships among campers and staff. Behavior management, duties (arrival and dismissal, etc), and communication with the administration regarding campers are all part of the Counselor's role.

Lifeguard/Swim Instructor

Employment Dates: On-campus June 20 - August 18, 2023

The primary role of the Lifeguard/Swim Instructor is to supervise all activities, lessons, or events held at the pool. This includes instructional swim with campers of various experience levels, free swim periods, and general upkeep of the pool and surrounding area.

Lifeguard/Swim Instructors must hold current Lifeguard Certification, as well as First Aid/CPR. Water Safety Instructor certification is also preferred.

Activity Specialists

Employment Dates: On-campus June 20 - August 18, 2023

Specialists are hired to oversee the planning, preparation, and execution of specialized activities during the day for participants in various St. Mark's Summer programs. The specialists in each area have full responsibility for the physical space, equipment, materials requests, and curriculum planning. During each of the activity periods during the day, a group of children attends the specialized activity for ~45 minutes. There is a 15-minute transition time between each period to reset or take a break. Each group is accompanied by a counselor who is able to assist with supervision or execution of the activity. Activity Specialists are expected to have previous experience or formal knowledge/certification in their specialized activity.

We are seeking specialists in the following areas:

Archery

Visual Arts

Sports & Games

Boating

Ceramics

Dance

Music

Performing Arts

Nature

Adventure Challenge - high and low element course, teambuilding, and leadership skills

Woodworking

Summer Health Staff

Employment Dates: Preseason work; On-campus June 20 - August 18, 2023

The Health Staff will be responsible for the Health Center that serves children and staff in all St. Mark's Summer programs. This includes work before the summer screening participant and staff health forms, histories, and verifying receipt of required physician and immunization forms, as well as prescription medication orders. The Health Staff may also be asked to meet with camper parents/guardians to discuss medical needs prior to the start of the summer season. Health Staff will tend to the daily medical needs - chronic or acute - of participants, which may include first aid needs, dispensing prescription or over-the-counter medications, appropriate care for illness or injury, and education of participants on staying healthy. The Health Staff will work with the program's medical consultant to establish standing orders for medications and treatment procedures. Management of the health office space and supply inventory, as well as maintenance of treatment logs and records, is also a requirement of this position.

Office/Operations: Office Manager

Employment Dates: June 20 - August 18, 2023

The office assistant will work in the Camp Office, managing the logistics of all SMS programs. This may include daily attendance, tracking required participant or staff forms, answering or making phone calls, tracking early or late dismissals, assisting with enrollment management and registration, arranging tours for prospective families, and additional tasks needed to keep the programs running smoothly.

Office/Operations: Media Manager

Employment Dates: On-campus June 20 - August 18, 2023

The Media Manager will be charged with documenting the daily and weekly events of all programs through photography and video. Collaborating with the SMS admin team, this person will curate daily albums of program participants in various activities or candid moments to share with our families. Posts for social media will also be created regularly. This is a storytelling position - conveying the experience of St. Mark's Summer to families and prospective families through imagery and video.