Position: Activity Specialist

Dates: June 14 - August 13, 2027

Minimum Qualifications

- Must be at least 16 years old by the start of employment
- Demonstrated training and/or experience in the specific activity area (documentation or certification preferred)
- Experience in supervising staff and campers
- Desire and ability to work with children and adults in a busy camp setting
- Strong communication skills and ability to work collaboratively with peers
- Good character, integrity, and adaptability
- Enthusiasm, patience, and self-control
- Ability to accept supervision and feedback positively
- Reliable attendance and commitment to the full camp schedule (appointments should not interfere with work hours)
- Knowledge of or willingness to learn age-appropriate safety practices related to your activity area
- Preferred: Experience supervising or working with children in a group setting

Reports to: Director of Summer and Auxiliary Programs

> Note: CSW Summer is a cell phone-free work environment. Staff will not have access to their phone during working hours.

About the Role

At CSW Summer, Activity Specialists are the creative leaders who bring our programs to life. They design and lead engaging, skill-based activities that inspire campers to explore new interests, build confidence, and connect with others. Specialists foster a joyful, inclusive, and caring camp community by modeling patience, professionalism, and enthusiasm each day.

Specialists are responsible for the planning, preparation, and execution of activities in their area of expertise for participants across CSW programs. They manage their program spaces, equipment, and materials, and ensure all activities are safe, inclusive, and developmentally appropriate. Specialists orchestrate multiple activity periods a day with a short amount of time to reset or take a break between each period, working alongside Counselors who assist with camper supervision and activity facilitation.

Specific Responsibilities

- Arrive on time each day, dressed appropriately, and prepared for assigned responsibilities
- Be punctual and prepared to lead engaging, age-appropriate activities in your specialty area, including an alternative activity that is equivalent in educational or skill-building value in the event of inclement weather or other unforeseen circumstances
- Ensure that Counselors are actively engaged in activities and understand their roles in supporting campers
- Organize, maintain, and inventory all supplies and equipment at the start and end of the season
- Ensure all materials are in good working order and request replacements or repairs as needed
- Pack up all supplies and records at the end of the season in an organized manner and accurately inventory materials for the following year
- Assist with lunch and carline duties as assigned
- Communicate promptly with the Director regarding safety, facility, personnel, or scheduling concerns
- Refrain from discussing non-camp topics (i.e. personal issues) during camp
- Respect confidentiality by refraining from sharing sensitive staff or camper information with others
- Attend staff meetings throughout the summer
- Lead by example, promoting inclusion and respect for differences among campers and staff
- Maintain a positive, professional, nurturing, and energetic attitude
- Communicate courteously with parents and guardians when appropriate
- Lead extended day activities on assigned days throughout the summer
- Support overall camp operations and complete all reasonable duties as requested by the Director, Health Staff, and other administrators
- Participate in all required pre-summer training and orientation sessions
- Assist in the camp clean-up process until 6:00 pm on the final day of camp

Essential Functions

- Communicate clearly and effectively with campers and fellow staff
- Observe camper behavior, assess appropriateness, and apply behavior management techniques as needed
- Enforce safety rules and respond appropriately in emergencies
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Possess strength and endurance required to maintain constant supervision of campers
- Ability to work with different age and skill levels

Candidates for Activity Specialists Include (but are not limited to)**:**

- Arts & Crafts
- Music
- Nature & Camping Skills
- Performing Arts
- Hiking & Orienteering

- Sports & Games
- Gymnastics
- Woodworking
- Archery

We also welcome proposals for new or unique activity areas that align with CSW Summer's mission and values.

About The Cambridge School of Weston
Founded in 1886, The Cambridge School of Weston (CSW) is a leader among America's progressive independent schools. Located just 12 miles from Boston, CSW is a day and boarding high school that challenges students to approach complex questions with creativity, curiosity, and courage.

Equal Opportunity Employer: CSW does not discriminate on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law. We encourage candidates who will contribute to and enhance our diversity to apply.