

JOB OPENING:
Summer Program Supervisor



Start date: June 2026

Job opening for a Summer Program Supervisor at the Village School, a nature-based independent preschool and elementary school in Royalston, MA.

Overview: The supervisor is responsible for overseeing day to day operations of the Branching Out program while ensuring a positive, safe, and well-organized environment for children and staff. This role also includes record keeping and maintenance of the Summer Program database. The Supervisor is primarily responsible for management of the Branching Out program, while also providing support as needed with Nature Arts and Play.

Required:

- Previous experience working at a camp or in a youth leadership role
- Strong leadership, organization and communication skills
- Ability to manage groups of children and staff effectively
- Knowledge of safety procedures and emergency response
- Problem-solving skills and the ability to stay calm under pressure
- Stamina for a physically active role that includes ample outdoor time and walking/hiking.
- Demonstrated commitment to nature-based, outdoor education
- Demonstrated commitment to promoting equity and inclusion in education

Key Responsibilities

Operational management

- Oversee daily program operations and ensure schedules run smoothly
- Point person of contact for Branching Out families during the summer program day as well as communicating with guardians via email/text as needed
- Respond to emergencies and handle incidents calmly and effectively
- Ensure facilities and spaces used are kept tidy and clean

Administrative duties

- Manage and record attendance
- Enter payment information into the spreadsheet and follow up with families who have yet to pay
- Send orientation emails ahead of each program week
- Distribute and collect permission slips and safety waivers

Schedule & Hours: Commitment to work on-site with students at least 5 weeks from late June through mid August, with some administrative responsibilities for most of our 10-week summer program.

Compensation

- \$27-28/hour depending on experience and level of responsibility

To Apply: Please [apply here](#) or email Jocelyn, director@villageschoolma.org with questions