

2026 Summer Hire Job Descriptions

Peabody Recreation Department

Recreation Leader

Peabody Recreation Department

Description

Recreation Leaders are responsible for leading activities for a variety of age groups in recreation programs and ensuring the safety and enjoyment of participants. Recreation Leaders work under the supervision of the Recreation Manager.

Position Details

Employment Status: Seasonal, full-time, non-benefited position.

Schedule: Typically Monday through Friday, approximately 8:00 AM to 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season training on May 30, June 9, June 16, and evenings during the week of June 22.

Salary: \$15.00–\$18.00 per hour, depending on qualifications.

Reports to: Site Supervisor and Site Director, under the general supervision of the Recreation Manager.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- Floater/substitute positions may also be available for applicants seeking a more flexible schedule.

Responsibilities

- Lead, assist with, or participate in a variety of small- and large-group activities. Activities may include crafts, nature activities, songs, low- or high-activity games, and sports activities.
- Identify and respond to participant behavior issues using positive behavior-management techniques.
- Assist the Site Director in maintaining a clean, organized, and safe program environment.
- Assist the Site Director in maintaining accurate program records, including incident reports, documentation, and daily attendance.
- Know and follow all emergency procedures associated with the program.
- Ensure and follow all safety guidelines associated with the program and protect the health, safety, and welfare of all participants.
- Support the Site Director by participating in programming and assisting as needed.
- Communicate effectively with participants and co-workers.
- Provide information about upcoming activities and any special instructions.
- Serve as a role model for participants by following all policies and demonstrating enthusiasm, good judgment, self-control, and a positive attitude.
- Participate in comprehensive staff training and weekly planning meetings, if applicable.
- Serve as a positive role model for participants and Leaders-in-Training (LITs).

Qualifications

- Must be at least 16 years old for most programs. Tiny Tanners may hire applicants age 15 with prior LIT experience, enrollment in an early childhood CTE program, or equivalent experience.

- Teen Tanners staff must be at least 18 years old and out of high school.
- Experience working with youth; camp or other group experience preferred.
- Must be enthusiastic, adaptable, dependable, and possess a strong work ethic.
- Must be able to accept guidance and supervision.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- CPR and first aid certifications preferred; certifications may be completed during staff training week.

Physical Requirements

- Ability to stand, walk, run, and participate in recreational activities for extended periods.
- Ability to lift up to 25 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly in emergency situations.

Background Check Requirement

Must successfully pass a Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) check in accordance with Massachusetts law prior to employment.

The City reserves the right to modify program schedules, assignments, and duties based on operational needs.

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Recreation Specialist

Peabody Recreation Department

Description

In addition to the core responsibilities of Recreation Leaders, Recreation Specialists provide specialized instruction or support in program areas requiring specific skills, training, or experience. In some cases, Recreation Specialists must be able to safely deliver programming that may involve elevated supervision requirements due to the nature of the activity or individual participants' needs.

Position Details

Programs Hiring Recreation Specialists: Inclusion Support Staff; Summer Sports Clinic Staff; Outdoor Program Summer Staff.

Employment Status: Seasonal, full-time, non-benefited position.

Schedule: Typically Monday through Friday, approximately 8:00 AM to 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season trainings on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$15.50–\$18.50 per hour, depending on qualifications.

Reports to: Site Supervisor and Site Director, under the general supervision of the Recreation Manager.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- Floater/substitute positions may also be available for applicants seeking a more flexible schedule.
- Brooksby Outdoor Adventure hosts three overnight experiences during the summer.
- Staff participate in a rotating schedule and may be required to work overnight shifts, approximately 8:00 AM to 8:00 PM, and extended evening shifts as part of program operations. Overnight assignments will be scheduled in advance.

Responsibilities

- Lead, assist with, or participate in a variety of small- and large-group activities. Activities may include crafts, nature activities, songs, low- or high-activity games, and sports activities.
- Plan and organize a diverse range of outdoor activities, which may include but are not limited to nature exploration, team-building initiatives, fishing, low-ropes challenges, and the High Hopes Course (certification provided during staff training).
- Identify and respond to participant behavior issues using positive behavior-management techniques.
- Communicate effectively with participants and co-workers.
- Assist the Site Director in keeping the site clean, organized, and free of litter.
- Assist the Site Director in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
- Know and follow all emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program and protect the health, safety, and welfare of all participants.
- Support the Site Director by participating in programming and assisting as needed.
- Foster an inclusive and welcoming environment for all participants.

- Serve as a role model for participants by following all policies and demonstrating enthusiasm, good judgment, self-control, and a positive attitude.
- Participate in comprehensive staff training and weekly planning meetings, if applicable.

Qualifications

- Minimum age 17, or entering junior year of high school, for Brooksby Outdoor Adventures; minimum age 18, or enrollment in a college program, for Inclusion Support.
- Experience working with youth in a camp or other group setting preferred.
- Must be enthusiastic, adaptable, dependable, and possess a strong work ethic.
- Must be able to accept guidance and supervision.
- Must have relevant experience and training to implement specialty instruction.
- CPR and first aid certifications preferred; certifications may be completed during staff training week.

Additional Requirements for Outdoor Adventure Specialists

- An appreciation and basic knowledge of the outdoors, and a willingness to share that knowledge with others.
- Multiple experiences camping and hiking; experience canoeing and rock climbing is a plus.
- All outdoor adventure staff must be archery certified, challenge course certified, or hold a comparable certification appropriate to the program.

Physical Requirements

- Ability to walk, hike, climb, and participate in outdoor recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly in emergency situations.
- Ability to supervise participants during overnight programming, if assigned.

Background Check Requirement

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Site Supervisor

Peabody Recreation Department

Description

Site Supervisors provide direct supervision, guidance, and support to Recreation Leaders and Leaders-in-Training (LITs), while supporting program operations and ensuring the safety and engagement of participants.

Position Details

Employment Status: Seasonal, full-time, non-benefited position.

Schedule: Typically Monday through Friday, approximately 8:00 AM to 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season trainings on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$20.00–\$22.50 per hour, depending on qualifications.

Reports to: Site Director and Recreation Manager.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- Site Supervisors must also attend at least one weekly meeting before program hours, typically at 7:00 AM.

Responsibilities

- Plan and implement age-appropriate schedules and activities for the designated participant group.
- Organize and lead a variety of small- and large-group activities. Activities may include crafts, nature activities, songs, games, and sports activities.
- Identify and respond to participant behavior issues using positive behavior-management techniques.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate professionally with families regarding general program matters and escalate concerns to the Site Director or Recreation Manager, as appropriate.
- Maintain accurate program records, including incident reports, documentation, and daily attendance.
- Know and follow all emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program. This includes, but is not limited to, responsibility for participants' safety and whereabouts at all times.
- Provide mentorship, guidance, and leadership to Recreation Leaders and Leaders-in-Training (LITs).
- Complete daily check-ins with LITs.
- Serve as a role model for staff and participants by following all policies and demonstrating enthusiasm, good judgment, self-control, and a positive attitude.
- Participate in comprehensive staff training and weekly planning meetings, if applicable.

Qualifications

- Minimum age 20.
- Experience working with youth; camp or other group experience required, preferably within the City of Peabody Recreation Department.
- Must be enthusiastic, adaptable, dependable, and possess a strong work ethic.
- Must be able to provide guidance and supervision.
- CPR and first aid certifications may be completed during staff training week.

- Demonstrated knowledge and skill in program areas.
- Strong leadership ability and sense of responsibility.
- Ability to work independently.

Physical Requirements

- Ability to stand, walk, and actively participate in recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly and effectively in emergency situations.

Background Check Requirement

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Site Director

Peabody Recreation Department

Description

Site Directors are responsible for planning and overseeing daily program operations, leading staff, and ensuring the safety, engagement, and positive experience of participants across assigned recreation programs.

Position Details

Employment Status: Seasonal, full-time, non-benefited position.

Schedule: Typically Monday through Friday, approximately 8:00 AM to 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season trainings on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$23.00–\$25.50 per hour, depending on qualifications.

Reports to: Recreation Manager.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- Site Directors must also attend at least one weekly meeting before program hours, typically at 7:00 AM.
- Site Directors may have additional work, such as email communications, outside of program hours. Time spent on that work will be tracked and compensated appropriately.
- Additional pre-season work is required for this role, approximately 5 hours per week beginning in March to meet with the leadership team and prepare for summer programming. Hours increase in May and June.

Responsibilities

- Plan and implement appropriate daily schedules of activities for children in specific age ranges, such as ages 3–5, 5–12, or 12–16, depending on the assigned program.
- Organize and lead a variety of small- and large-group activities while providing appropriate accommodations for youth. Activities may include crafts, nature activities, songs, games, and sports.
- Identify and respond to challenging behaviors using positive behavior-management techniques.
- Ensure that the site is kept safe, organized, and free of litter.
- Communicate with parents/guardians regarding routine program matters and report significant concerns to the Recreation Manager.
- Maintain accurate program records, including incident reports, documentation, and daily attendance.
- Know and understand all emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program. This includes, but is not limited to, responsibility for participants' safety and whereabouts at all times.
- Guide Site Supervisors, Recreation Leaders, Recreation Specialists, and LITs in developing leadership and child-support skills, including for children with physical, emotional, and/or developmental challenges, while recognizing that some staff may be close in age to the participants they supervise.
- Serve as a role model for staff and participants by following all policies and demonstrating enthusiasm, good judgment, self-control, and a positive attitude.
- Participate in comprehensive staff training and weekly planning meetings.

Qualifications

- Minimum age 20. Two years of college or an associate degree in childcare, education, recreation management, sports and leisure studies, or a related field preferred. Relevant experience may be considered in lieu of formal education.
- Experience working with youth in group settings required, preferably within the City of Peabody Recreation Department.
- Experience working in a camp or recreation program setting.
- Must be enthusiastic, adaptable, dependable, and possess a strong work ethic.
- Must be able to provide guidance and supervision to supporting staff.
- CPR and first aid certifications may be completed during staff training week.
- Strong leadership ability, sense of responsibility, and ability to work independently.

Physical Requirements

- Ability to stand, walk, and actively participate in recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly and effectively in emergency situations.

Background Check Requirement

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Program Director of Inclusion Support

Peabody Recreation Department

Description

The Program Director of Inclusion Support is responsible for promoting diversity, equity, and inclusion within the Peabody Recreation program community. The position works closely with other program directors, recreation leaders, participants, and their families to ensure programs are accessible, supportive, and inclusive for children with diverse needs and abilities.

Position Details

Employment Status: Seasonal, full-time, non-benefited position.

Schedule: Typically Monday through Friday, approximately 8:00 AM to 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season trainings on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$23.00–\$25.50 per hour, depending on qualifications.

Reports to: Recreation Manager.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- The Program Director may also need to attend at least one weekly meeting before program hours, typically at 7:00 AM.
- The Program Director may have additional work, such as email communications, outside of program hours. Time spent on that work will be tracked and compensated appropriately.
- Additional pre-season work is required for this role, approximately 5 hours per week beginning in March to review inclusion intake forms and complete family calls.

Responsibilities

- Develop and implement inclusion practices and procedures to help ensure that activities, facilities, and communications are accessible and supportive for all participants.
- Train and educate summer staff on inclusive practices and strategies for supporting participants with diverse needs, and collaborate with Site Directors, Site Supervisors, and Recreation Leaders to integrate inclusive practices into all aspects of the program.
- Directly supervise assigned Recreation Specialists (Inclusion Support Specialists), including providing regular guidance, check-ins, and support.
- Work closely with families to support participants with medical, behavioral, or dietary needs, and offer support and resources to staff and participants with specific needs or individual requirements.
- Communicate with parents or guardians to gather information about participants' specific needs.
- Review participant intake forms and develop individual inclusion plans, as needed. Regularly evaluate the effectiveness of inclusion plans and policies and make necessary adjustments.

Qualifications

- Bachelor's degree, or current progress toward a degree, in special education, therapeutic recreation, social work, education, or a related field preferred. Relevant experience may be considered in lieu of formal education.

- Knowledge of inclusive practices, accessibility principles, and diversity, equity, and inclusion (DEI) practices preferred.
- Previous experience working with children, preferably in an outdoor group setting and preferably within the City of Peabody Recreation Department. Group facilitation experience preferred.
- Hard-working, dedicated, and energetic.
- Timely, reliable, and committed to working both cooperatively and independently.
- Ability to maintain a positive attitude while being physically active for sustained periods, including many hours in a day.
- Ability to work hard and maintain a positive attitude in challenging environmental conditions, including weather-related stressors and emotionally demanding youth settings.
- Risk assessment and mitigation skills.

Physical Requirements

- Ability to stand, walk, and actively participate in recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly and effectively in emergency situations.

Background Check Requirement

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Leader in Training Program Director

Peabody Recreation Department

Description

The Leader in Training Program Director is responsible for the overall administration, coordination, and oversight of the LIT program, including participant intake, training, placement, evaluation, and program compliance.

Position Details

Employment Status: Seasonal, part-time, non-benefited position.

Location: Carroll Savage (South School), O'Connor Park (Welch School), Lake Street (McCarthy School), Brooksby Outdoor Adventures, Tiny Tanners at Lake Street, with some work potentially completed remotely.

Reports to: Recreation Manager.

Schedule: Approximately 10–20 hours per week, typically scheduled Monday through Friday between 8:00 AM and 3:00 PM, depending on program needs. Program dates are anticipated June 29 through August 14, with mandatory pre-season training courses on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$23.00–\$25.50 per hour, depending on qualifications.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- The Leader in Training Program Director may also need to attend at least one weekly meeting before program hours, typically at 7:00 AM.
- The Leader in Training Program Director may have additional work, such as email communications, outside of program hours. Time spent on that work will be tracked and compensated appropriately.
- Additional pre-season work is required for this role, approximately 5 hours per week beginning in March to review applications and complete interviews and placements.

Responsibilities

- Develop, implement, and monitor the LIT program structure to ensure that it meets the needs of both participants and the organization.
- Manage the intake, training, and evaluation process for all LITs, including orientation and pre-season training, assignments, goals, and evaluations.
- Handle administrative responsibilities such as maintaining participant records, tracking hours, processing program evaluations, and signing off on community service hours.
- Create and oversee schedules for the LIT program across multiple sites.
- Coordinate with the LIT Supervisor to ensure consistency and alignment between program sites. This may include directing the LIT Supervisor to different sites, providing lesson plans aligned with program goals, checking in with Site Supervisors as needed, and maintaining communication with staff, parents, and other stakeholders regarding participant progress and program updates.
- Address issues or challenges related to program implementation and resolve concerns in a timely manner while ensuring compliance with relevant safety regulations, policies, and best practices.
- Assist in the recruitment and retention of participants to help ensure that the program is filled and participants remain engaged.

Qualifications

- Bachelor's degree, or progress toward a degree, in education, recreation, social work, or a related field preferred. Relevant work experience may be considered in lieu of formal education.
- Experience in program management or leadership roles in youth development or camp settings preferred, preferably within the City of Peabody Recreation Department.
- Strong organizational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office, Google Suite, and other administrative tools.
- Ability to work independently, make decisions, and solve problems in a fast-paced environment.
- Strong understanding of program goals and experience with strategic planning and execution.

Physical Requirements

- Ability to stand, walk, and actively participate in recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly and effectively in emergency situations.

Background Check Requirement

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Leader in Training Supervisor

Peabody Recreation Department

Description

The Leader in Training Supervisor is responsible for overseeing up to 20 Leader in Training (LIT) participants each week across multiple program sites. This role is focused on direct, hands-on supervision and mentoring, ensuring that all LITs gain the skills and experience necessary to become future leaders or counselors.

Position Details

Employment Status: Seasonal, full-time, non-benefited position.

Location: Carroll Savage (South School), O'Connor Park (Welch School), Lake Street (McCarthy School), Brooksby Outdoor Adventures, Tiny Tanners at Lake Street, with some work potentially completed remotely.

Reports to: Leader in Training Program Director and Recreation Manager.

Schedule: Full-time seasonal position, approximately 30–39.5 hours per week, typically scheduled Monday through Friday between 8:00 AM and 3:00 PM depending on program needs, with travel among multiple program sites. Program dates are anticipated June 29 through August 14, with mandatory pre-season training courses on May 30, June 9, June 16, and evenings during the week of June 22. Brooksby Outdoor Adventure staff must also attend Challenge Course training on June 22 and 23.

Salary: \$18.00–\$20.00 per hour, depending on qualifications.

- Employment is contingent upon program enrollment, operational needs, and successful completion of required training.
- Training and work dates are subject to change.
- The Leader in Training Supervisor may also need to attend at least one weekly meeting before program hours, typically at 7:00 AM.
- Additional pre-season work is required for this role, approximately 5 hours per week beginning in March to review applications and complete interviews and placements.

Responsibilities

- Supervise, mentor, and guide a group of up to 20 LITs, providing consistent feedback and support. Placement may include up to four participants at Carroll Savage, Lake Street, and Brooksby Outdoor Adventures, and up to two participants at O'Connor Park and Tiny Tanners.
- Work closely with LITs to develop leadership skills and a strong sense of responsibility, modeling the behaviors expected in a camp or community environment.
- Ensure that LITs are actively engaged in their roles, assisting with daily activities and completing assigned tasks.
- Facilitate weekly check-ins with LITs to provide individual support and track progress.
- Communicate directly with program staff and report concerns regarding participant progress or behavior.
- Ensure that LITs follow all safety guidelines, policies, and procedures.
- Oversee daily LIT activities across multiple program sites, typically three per day, while providing logistical support and maintaining a visible presence to guide and support participants.

Qualifications

- Minimum age 18. Two years of college or an associate degree in childcare, education, recreation management, sports and leisure studies, or a related field preferred. Relevant work experience may be considered in lieu of formal education.

- Prior experience in a leadership or counselor role, particularly with youth programs, preferably within the City of Peabody Recreation Department.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Comfort working in a fast-paced, outdoor, or otherwise dynamic environment.
- Ability to manage and supervise a diverse group of participants.
- Willingness to serve as a positive role model and provide hands-on guidance to LITs.

Physical Requirements

- Ability to stand, walk, and actively participate in recreational activities for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to respond quickly and effectively in emergency situations.

Background Check Requirement

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