



Summer Programs Staff

Job Title: Summer Programs Staff
Department: Summer Programs
Reports to: Mrs. Diane Sutton, Director of Summer Programs
Ms. Liza Riolo, Assoc. Director of Summer Programs and Coordinator of Extended Care
FLSA Status: Non-exempt
PDS Status: Part-time, seasonal, non-benefited

Summary: Summer Programs Staff work as a team to provide for the overall care of campers enrolled in the Extended Care program and to ensure the efficient operation of the Summer Programs office. This position is ideal for those who enjoy a wide variety of tasks in a fast-paced environment, have good decision-making abilities, and are comfortable speaking with both adults and children. Positions range from 15-33 hours/week.

Requirements: Must be a college student or mature high school student at least 16 years of age. Candidates must have a clean record of conduct at their current school or place of employment. A comprehensive background check will be conducted on those 18 years of age or older, and employment is conditional upon an approved report. Prior experience working in an office environment, a summer camp, or in a customer-service position is ideal.

Qualifications: Each candidate should possess proficient technology skills and overall initiative. He or she should have superb organizational skills, excellent verbal and written communication skills, and the ability and desire to work effectively as a team member. Candidates should also demonstrate flexibility and a natural affinity for children. An upbeat, positive attitude is a must!

Responsibilities: Based on the individual position, responsibilities may include, but are not limited to:

- Customer service, including answering parent questions via phone, email, and in person; advising parents on program selection
- Processing registrations through the CampMinder system
- Running camp reports and preparing information packets
- Organizing, supervising and instructing children enrolled in the Extended Care program
- Preparing program materials and crafts
- Preparing and organizing snacks
- Assisting campers during the lunch hour
- Assisting with carpool operations
- Setting up/taking down camp equipment (directional signs, water park, traffic cones, shade umbrellas, etc.)
- Operating the Snack Shack (stadium concession stand)
- Supervising children at the camp water park
- Directing and/or escorting campers, families, and groups around campus
- Running campus errands
- Assisting camp directors as needed
- Other related responsibilities

Compensation: Individual hourly rate determined by experience.

Application Process: Applicants should submit an employment application online:

<https://providenceday.campintouch.com/ui/forms/application/staff/App>