

2009 Camp Galileo Summer Intern: Camp Assistant Position Description

If you are interested in being a camp counselor, this is an opportunity you don't want to miss! At Camp Galileo we have two kinds of Summer Interns: Kindergarten Assistants OR Camp Assistants. **Summer Intern: Camp Assistants** are typically high school students who are excited about working with kids. You must also be patient, and have a fun and energetic attitude. Experience leading groups of kids between the ages of 5 and 11 is helpful, but not required – if you have a positive attitude and lots of energy, we can teach you the rest. Previous camp experience is a plus! As a Summer Intern: Camp Assistant, you will be intimately involved in supporting the overall program and helping the Camp Director and staff where needed.

Responsibilities:

- Help in all aspects of camp, especially behind the scenes!
- Work closely with the Operations Coordinator and Camp Director to complete various administrative duties to help camp operations run smoothly.
- Help set up and clean up and participate in all camp games, opening and closing ceremonies, fun activities during snack and lunch, and camper sign-in and out processes.
- Support Lead Instructors and Team Leaders in art, science, or outdoor activities and throughout the day.
- Help Camp Director and staff where needed
- Collaborate and cooperate with fellow staff members to provide an unforgettable camp experience for your campers – and yourself!
- Assist with daily set up and clean up before and after camp
- Attend weekly staff meetings on Thursdays
- Attend one weekend of mandatory training (June 6-7, 2009)
- Participate in one day of set up on the weekend before camps starts
- Participate in one day of clean up the day after camp ends
- Complete mid and end of camp staff surveys

Qualifications/Requirements

- Ability to work on a team, energetic and open to learning
- Experience working with kids is a plus
- Education: You must be at least 16 years old by the first day of camp and have a worker's permit

Work Hours (camp is in session 9am - 3pm)

- Monday: 8am - 4pm
- Tuesday: 8am - 4pm
- Wednesday: 8am - 4pm
- Thursday: 8am - 5pm
- Friday: 8am - 4pm

Compensation

Summer Interns will be paid \$275 per week of camp (5 to 8 weeks depending on location). After camp begins, some Summer Interns may be approved by their Camp Director to work Extended Care, which is paid at \$13/hour in addition to the weekly stipend. Payroll is processed every two weeks.