



## Galileo Summer Quest Summer Intern Position Description

### Summary and Requirements

**Summer Interns** are upper-level high school campers who have a strong interest in education and a desire to impact middle school students. They must combine a love for kids with patience, energy, a positive attitude and willingness to be a team player. Summer Interns participate are intimately involved in supporting the overall program and helping the Camp Director and staff where needed. Experience leading groups of kids entering 5th-8th grade is extremely helpful. Previous camp experience is a plus. This is a full time 6 – 8 week commitment during the summer.

### Responsibilities

- Assist the Instructor Team with set up, instruction, and clean up in classrooms
- Guide and motivate kids through in-depth interactive Majors such as Go-Kart Makers, Fashion Design, Comic Book Creators, etc.
- Assist Operations Coordinator and Camp Director with administrative duties
- Help set up for all camp games and activities
- Contribute to and participate in daily opening and closing ceremonies, all-camp activities, snack and lunch supervision, and camper check-in and check-out processes
- Assist staff in Crews and Minors
- Provide general support to staff
- Assist with daily set up and clean up before and after camp
- Collaborate and cooperate with fellow staff members to provide an unforgettable camp experience for your campers – and yourself!
- Work at least three AM or PM weekly extended care shifts (if needed)
- Additional responsibilities:
  - Attend weekly staff meetings, to occur from 4:00pm to 5:30pm after camp on Thursdays
  - Participate in two days of mandatory training on June 6 & 7, 2009
  - Participate in mid and end camp check-ins with Camp Director
  - Participate in one day of set up on the weekend before camp starts
  - Participate in one day of clean up the day after camp ends
  - Complete mid-camp and end-of-summer evaluations
- Typical weekly hours (camp is in session from 8:45am to 3:30pm):
  - Monday: 7:45am – 4:30pm
  - Tuesday: 8:00am – 4:30pm
  - Wednesday: 8:00am – 4:30pm
  - Thursday: 8:00am – 5:30pm
  - Friday: 8:00am – 5:00pm

### Compensation

Summer Interns will be paid \$275 per week of program (6 or 8 weeks depending on location). Payroll is processed twice each month.