

St. Gabriel Summer Camp

JOB ANNOUNCEMENTS



Counselor Positions

Counselors are responsible for a group of 15 to 20 children on a daily basis. Counselors are required to ensure children's safety, manage children's behavior and act as a role model and mentor exhibiting constructive participation in **all** daily activities. Counselors will work closely with Leader In Training to ensure safety of all children. Counselors must be at least 16 years of age. All Counselors must participate in a mandatory training before camp begins.

Leader in Training

At St. Gabriel Summer Camp, in order to become a Leader in Training at our day camp, you must have worked at camp for at least one summer as a Counselor. Our Leaders in Training will be placed in a group of about 15 to 20 children with 2-3 supervising counselors. LITs will be a part of our camp staff throughout the summer while also gaining experience with camper management through mentorship by the Camp Director. Leaders in Training are typically 16/17 years old. All Leaders In Training must participate in pre-camp training and will continue to be mentored and trained throughout the summer with their immediate supervisors.

ELA, Science, and Math Instructors

As an ELA, Science, or Math Instructor, you get a chance to teach academic curriculum in a fun, day camp environment. You will plan and share activities, build skills and gain experience in your area of expertise. As an academic Instructor, you can explore alternative ways of teaching marked by enthusiasm, interaction and creativity for both you and the children.

Specific responsibilities:

- Instruct classes that specialize in developing ELA, Science, or Math skills
- Prepare individually tailored lesson plans per day and submit for review before the summer
- Administer pre and post assessments per student
- Track student's individual progress per day
- Groups range between 15-20 students , Instructors oversee groups

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Position Requirements: Certified professionals and paraprofessionals with 60 hours of education courses are encouraged to apply. Applicants must have previous tutoring or teaching experience, as well as the desire to help students achieve success in school and life. Applicants should be comfortable with conducting pre and post summer academic assessments and creating lesson plans aligned with the Common Core Learning Standards. Volunteer work experience is also advantageous.

Camp Director

- Supervise and monitor a staff of 25 - 30
- Structure and coordinate pre-summer and ongoing training for all staff
- Assist in pre-summer camp planning and organization
- Communicate with parents, community partners, and other outside liaisons prior to and throughout the summer
- Monitor the health and safety of all campers and staff
- Manage overall program content and structure

Camp Directors must have extensive experience managing staff and working in youth-based programs. Camp Directors must be over the age of 21 and typically possess a degree within the field of Education, Child Psychology, Social Work, or an equivalent field. The Camp Director position requires participation in hiring staff, communicating with partnering organizations, and attending the mandatory orientation sessions, as well as facilitating all-staff orientation and training before camp begins.

Office/Administrative Staff

- Communicate with parents, campers and staff on a daily basis
- Assist with data entry, ordering supplies, attendance, bus routes and other tasks
- Work closely with the Program Director

The Administrative staff position requires participation in orientation of all-staff training before camp begins.