

Summer Camp Job Posting

Position:	Day Camp Program Leader (Ages, 3 ½ - 6)
Company:	IDEAS Camp
Job Location(s):	Saint Anne's School, Annapolis MD
Start Date:	June 17, 2016
Employment Term:	Temporary 7-8 weeks
Employment Type:	Full Time
Starting Salary Range:	TBA
Required Education:	Associate Degree
Required Experience:	1 – 5 years
Required Security Clearance:	Full Criminal and Sex Offender Background Check Will Be Conducted
Related Categories:	Education - K12, Seasonal/Temporary, Childcare/Daycare/Nannies

Company Description

IDEAS Camp is the provider of summer day camps for the Saint Anne's School. Our mission is to enrich the lives of children by simultaneously fostering fun and building character. Leadership, teamwork, preparation, initiative, and effort are life skills echoed repeatedly throughout our curriculum. We hire experienced and extraordinary teachers, coaches, and students of education, who are dedicated to cultivating these skills. Our staff is united by a desire to uphold and demonstrate our core values:

- **Safety:** The core decision factor in how we prepare and all we do
- **Fun:** Every day, every project and every experience
- **Customer Service:** Towards everyone: campers, parents, staff members, the school
- **Courtesy:** Warm and welcoming at all times. Positive attitudes shape us
- **Friendship:** Fostering friendships and opportunities for both campers and staff
- **Value:** Best in show experience without cutting corners
- **Communication:** Over-communication and do so proactively
- **Integrity:** Maintaining the core values of both the company, the school and of yourself
- **Honesty:** Open with one another at all times. The opposite is to not be honest with someone else or yourself
- **Creating "WOW!" Experiences:** Exceeding expectations to "WOW!" everyone & everything we do

The Job

Reporting to the Site Leader, the Day Camp Program Leader manages the Day Camp Counselors, curriculum and facility partners, while fostering a fun and safe environment. An IDEAS Camp Program Leader is the ultimate leader and role model; always fostering a positive, high energy, life-changing experience for the counselors and campers. Inspiring their counselors to reach full potential, a Program Leader is a steward of IDEAS Camp's core values. Acting with professional integrity, Program Leaders provide their counselors with honest and constructive feedback in order to enhance the camper experience.

An IDEAS Camp Program Leader is a customer experience agent who finds innovative ways to connect with IDEAS Camp families to provide constant camper feedback.

Position: Day Camp Program Leader

The Work

Pre-camp

- Attend leadership trainings throughout June.
- Attend and help facilitate counselors' training in June.
- Participate in all required webinars and online trainings.
- Master the curriculum and offer any adjustments that will improve the program.
- Train counselors and junior counselors on curriculum, protocols and schedule.

Camp

- Execute IDEAS Camp curriculum, policies and safety protocols with high energy, integrity and passion to foster camper confidence and self-esteem.
- Set the tone for a safe and fun camp in which the curriculum is being delivered at a high level.
- Implement daily curriculum schedules and provide them to counselors.
- Implement all camp traditions, games, and competitions with enthusiasm.
- Coach the counselors and junior counselors on how to execute activities and games. This includes organizing and running morning trainings throughout the summer.
- Teach the counselors various behavior management techniques and "tricks of the trade." This includes organizing and running morning trainings throughout the summer.
- Play a vital role in the efficiency and safety at AM/PM carpools.
- Evaluate each counselor's performance and provide written and verbal feedback.
- Lead large group meetings on a daily basis, implementing the IDEAS Camp "secret sauce."
- Lead the morning meeting and make sure all the counselors are adhering to the IDEAS Camp dress code and appearance requirements.
- Prepare, organize and set up/take down all programming areas.
- Desire to be a hands-on leader who is in the program every minute of the camp day. This includes supervising the lunchroom and the pool.
- Desire to be a role model that takes ownership for each camper's skill and character development.

- Ability to motivate the counselors to be on-time and excited for each camp day.
- Be in attendance at all trainings and orientations.
- Call or meet with parents; providing customer connection to enrich the camper experience.
- Keep an inventory of supplies for the program and alert the Site Leader when items are needed.
- Attend all special events as assigned, interact with families, and assist with set up/clean up.
- Take on additional responsibilities as identified or requested by the Site Leader.

The Requirements

- 21 years old and at least Associate Degree or equivalent educational experience.
- Minimum 3-years experience teaching or working with children.
- Minimum 1-year experience supervising and developing direct reports.
- CPR / First Aid certification.
- Preferred: completion of or pursuing a degree in an education-related field.

The Character

- Belief in our values and culture.
- Belief that you can make difference in the lives of staff and children.
- Passion for teaching and working with children and for leading counselors.
- Vocal, energetic and enthusiastic leader that possesses integrity and a great sense of humor.
- A great listener that invests in solving problems through mediation.
- Coachable and able to take constructive performance feedback and be willing to learn/improve from it.
- Creative, empathetic, kind, patient, cooperative and warm spirit.
- Capacity to maintain a positive attitude in every circumstance.
- Desire to solve problems, assume responsibility beyond what's asked, and take initiative for positive change.
- Comfort with public speaking and communicating (to parents, leadership, staff and groups of campers).
- Flexibility and emphasis on team over self. Always asking, "what's best for camp?"
- Desire to stay at camp until completion of each day's work.

IDEAS Camp is an Equal Opportunity Employer.