

## POSITION DESCRIPTION

### Summer Staff – Boys & Girls Club of Wooster

**TIME:** May 7 – 17 : Training during the after school program  
May 18 : Last day of after school program party\*  
May 19 : Boys & Girls Club special event\*  
June 4 – 8 : Summer staff training\*  
June 11 - August 3 : Summer program\*  
\*Required trainings/events

Monday – Friday, 25 – 40 hours/week

**COMPENSATION:** \$7.50 - \$9.50/hr. Rate of pay based on job responsibility and previous experience with youth development.

*Supervisory roles are available and have the potential to earn more.*

We are seeking mature, dynamic, responsible, committed, self-motivated and adaptable individuals to fill summer positions.

**PRIMARY** for supervising and interacting with campers during all activities. Including but not limited to: walk to & swimming at Freedlander Pool, grade-level activities, program rooms, large group games, movies, and field trips.

Counselors may be assigned to one program area (art, theme, recreation, teen, or club), and/or one grade level or program area for the entirety of the summer.

### **ESSENTIAL JOB RESPONSIBILITIES**

#### Prepare Youth for Success

- Help run programs, activities and services that prepare youth for success
- Create a club environment that facilitates the achievement of youth
- Encourage all campers to participate, try new things, and enjoy themselves

#### Safety

- Ensure a safe environment for all campers in all areas
- Create and maintain a culture of inclusion and respect in all areas
- Maintain program equipment/materials and keep areas clean

#### Program Development and Implementation

- Develop and implement programs that engage campers socially, culturally, and intellectually and that reflect the mission of BGCW
- Help evaluate afternoon activities
- Attend mandatory staff meetings to provide feedback for program

#### Supervision

- Create a positive, enriching environment for campers

- Supervise and provide mentoring for campers
- Monitor and interact with campers during all activities, including all time spent at Freedlander Pool or offsite.

**SKILLS/KNOWLEDGE REQUIRED:**

- Successful teaching/tutoring experiences
- Sensitivity to and understanding of campers of varying ability levels
- Ability to positively relate to elementary & middle school students
- Encourage campers with a positive, upbeat attitude
- Ability to create intentional activities in order to obtain specific outcomes
- An understanding of group dynamics
- Ability to take direction
- Ability to work collaboratively as a team with your co-teacher and with other staff
- Ability to multi-task and be flexible
- Require the mobility to stand, stoop, reach and bend;
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
- May require ability to stand for long periods;
- May require ability to walk long distances;
- May require ability to lift/carry 25 pounds
- Positive attitude

**PREFERRED APPLICANTS:**

- Mature high school students,
- College students or graduates that have or are pursuing a degree in education, social work, or a related field.
- CPR/First Aid certified
- Must be at least 16 years old to apply
- Camp experience
- Have a desire to work with and have a positive impact on children.

**DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**APPLICATION**

For application materials, contact Brian Lenox or Mark White – [summerinfo@bgcwooster.org](mailto:summerinfo@bgcwooster.org) . Materials may also be downloaded from our website [www.bgcwooster.org](http://www.bgcwooster.org).

See next page for Program Area Descriptions & General Schedule.

**Program Area Descriptions**

Art Room	Objective: The Art Room will provide campers with opportunities to develop artistic skills and techniques through intentional planning of multi-session activities, aligning to the theme of each week.
	Develop and lead art activities aligned with the theme of the week. Examples include: Pendulum Painting, Moving Lines, Aboriginal Art, Kandinsky for Kids...
Club Room	Objective: The Club Room will promote appropriate socialization among members through offering structured activities and games, including but not limited to high-yield activities, activities that build critical thinking skills, and activities that encourage exploration of new/different subjects.
	Examples include: Math 24 Club, Poetry Club, Book Worm Club, SMART Club, Comic Club... the opportunities are endless!
Recreation	Objective: The Recreation program offering will promote active lifestyles, good sportsmanship, and healthy competition through facilitating team sporting events and skill building sessions.
	BGCW has a Recreation Coordinator on staff who is responsible for bringing people experienced in athletics to camp. You will be responsible for planning all sessions, and contributing your own abilities/skills to the program. You are expected to teach/coach as well as participate in the activities with the campers.
Teen Room	Objective: The Teen Room will provide our teen (7th-9th grade) campers with a space to develop leadership skills, positive character traits, and explore career paths, all relating to the theme of each week.
	This room is open to 7 <sup>th</sup> -9 <sup>th</sup> graders. You will be responsible for facilitating activities that will be intriguing for 13-15 year olds and have been developed by the Teen Director. Examples include: summer fundraisers, community service, team building, leadership activities, and career exploration by way of field trips.
Theme Room	Objective: The Theme Room will provide campers with opportunities to curb summer learning loss through the development and implementation of cross-curricular activities aligning to the theme of each week.
	Theme staff is responsible for leading campers in education-focused activities specific to the theme of the week. Incorporating math and literacy skills is required. Rising 3 <sup>rd</sup> -6 <sup>th</sup> graders are required to attend the Theme Room at a specific time each day. Examples include: Russian architecture, Craft Stick Catapults, Supermarket Sweep...

## General Schedule

7:30AM – 8:30AM	BGCW Opens/Sign-in
8:30AM – 9:00AM	Breakfast
9:00AM – 9:45AM	Session 1
9:45AM – 10:30AM	Session 2
10:30AM – 11:15AM	Session 3
11:15AM – 12:00PM	Session 4
12:00PM – 12:30PM	Lunch
12:30PM – 1:15PM	Change for swimming/small group activities
1:15PM – 1:45PM	Pool/small group activities
1:45PM – 2:45PM	Large Group Game
2:45PM – 4:00PM	Open Choice Activities
4:00PM – 5:30 PM	Sign-Out/BGCW Closes