

POSITION DESCRIPTION

Summer Staff – Boys & Girls Club of Wooster

TIME: May 5 – 17 :Training during the after school program
May 17 : Last day of after school program party*
May 18 : Boys & Girls Club special event*
June 3 – 7 : Summer staff training* (Dates subject to change based on
Wooster City School District inclement weather make-up days)
June 10 - August 2 : 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 . Materials may also be downloaded from our website www.bgcwooster.org.

See next page for Program Area Descriptions & General Schedule.

Edgewood Site 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 th 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 rd -6 th graders are required to attend the Theme Room at a specific time each day. Examples include: Russian architecture, Craft Stick Catapults, Supermarket Sweep...

***Note: Not all program areas will be offered at the Teen Center site, located at Wooster High School.

The Edgewood program site will serve grades 3-7, whereas the Teen Center will serve grades 8-12.

Edgewood Site 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

Teen Center General Schedule

7:30AM – 8:30AM	BGCW Opens/Sign-in
8:30AM – 9:00AM	Leadership Classes
9:00AM – 9:45AM	Open/Member's Choice
9:45AM – 10:30AM	Program
10:30AM – 11:15AM	Open Gym
11:15AM – 12:00PM	Program/Open Gym
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