

# Summer@Smith Camp Job Description

## Overview

Summer@Smith is seeking five dynamic, energetic, and creative individuals interested in developing leadership, strategic planning, and problem-solving skills while offering deserving children an extraordinary and unforgettable summer experience that is rooted in the ABCs:

- **Affording children the opportunity to express their creativity through hands-on projects, activities, and experiences designed to develop each child's sense of self and self worth;**
- **Building a strong sense of community among all camp participants rooted in kindness and mutual appreciation; and**
- **Cultivating a love of and sense of responsibility for the natural world through regular exploration of Smith's 6.5 acres as well as the adjacent Fairmount Park.**

Thus, if you love working with children and you are enthusiastic, energetic, flexible, and creative, we would like to meet you!

## Positions Available

- **Athletic Activities Coordinator** - Applicants should be over 22 years of age and have experience designing and directing age-appropriate, sports-related activities for groups of children.
- **Pre-Kindergarten Group Leader** - Applicants should be over 22 years of age and have experience designing and directing fun and engaging, age-appropriate activities for children ages 4 and 5.
- **Athletic Activities Counselor** - Applicants should be age 16 by the start of camp and have experience playing sports and leading outdoor activities. Applicants should also have experience and enjoy managing groups of children ages 6-8.
- **Art & Literacy Activities Counselor** - Applicants should be age 16 by the start of camp and have experience creating art, craft, and literacy-related activities. Applicants should also have experience and enjoy managing groups of children ages 6-8.

- **Pre-Kindergarten Counselor** - Applicants should be age 16 by the start of camp and have experience designing and directing fun and engaging, age-appropriate activities for children ages 4 and 5.

## **Role and Responsibilities**

Summer camp team members' responsibilities include (but are not limited to):

- Ensuring the safety and well-being of each camper at all times.
- Arriving on time each day ready to greet campers and engage directly with them during periods of free-play at the beginning, middle, and end of the camp day.
- Learning the names of and getting to know all campers and staff members to promote a strong sense of community.
- Modeling effective interpersonal behavior throughout the day and demonstrating a positive attitude as well as a high level of enthusiasm for and engagement with all camp activities.
- Working with other camp staff to prepare, and present the camp's theme-based programming and activities.
- Leading, Motivating, managing, guiding, monitoring, and supporting all campers as they participate in programmatic activities while ensuring inclusion of all campers in daily activities.
- Cleaning, maintaining, and ensuring proper use of camp facilities and equipment.
- Participating in weekly team meetings.

## **Applicant Requirements**

- **Education:** Must have a high school diploma or active enrollment in school
- **Experience:**
  - Must have successful experience working with children ages 6-8 or ages 4 and 5, preferably in a summer camp setting
  - Must be able to communicate effectively with young children
  - Must have experience or a demonstrated interest in working with children from underserved communities as well as a commitment to equity and inclusion practices.
- **Disposition:**
  - An upbeat, engaging, "can do" personality as well as strong social and emotional intelligence
  - Ability to remain calm, flexible, and patient, particularly during challenging situations

- Ability to work effectively as a member of a team
- Willingness to accept regular professional feedback.
- **Physical Capabilities:**
  - Must be physically able to participate in all camp activities, including running, lifting, climbing, and carrying an 8-year-old child if circumstances require it.
  - Must be able to hear and see well enough to ensure campers' safety at a distance in order to safeguard campers' well being particularly during off-site field trips.
- **Immunization:**
  - Must show proof of full immunization, including the COVID-19 vaccine and booster.
- **Training:**
  - Must be available to attend the mandatory, in-person Summer@Smith Staff Orientation on Saturday, June 18, 2022 from 9:30 a.m. - 12 noon at Smith Memorial Playground.
  - Must read the Summer Camp Employee Handbook
- **Clearances:**
  - Must complete and clear all required background checks
- **Dependability:**
  - Must have access to reliable transportation to and from camp that will enable punctual arrival each day.
- **Emergency Preparedness:**
  - Must be able to learn and implement emergency protocols to ensure the protection of campers.
  - First Aid, CPR, and AED certification is required, although it may be obtained after an offer of employment has been extended.
- **Availability:**
  - Strong preference given to applicants who can commit to working during the full 7-week summer from June 20 to August 5, 2022.

## Application Process

- **Step #1: Application Submission**
  - Fill out the Job Application (Note: All applicants are required to show proof that are fully vaccinated)
  - NOTE: Although we do not have a specific application deadline, we strongly encourage interested candidates to apply as early as possible, as team members will be hired on a rolling basis until all positions have been filled.
- **Step #2: Application Review**

- The Summer@Smith Team will review your application, which must include three references (Note: your references should know you either in an academic or a professional context, for example a teacher, employer, coach, or mentor.)
- **Step #3: Interview**
  - If you are selected for an interview, the Summer Camp Team will contact you to schedule an interview via Zoom
- **Step #4: References**
  - Pending the outcome of the interview, your references will be contacted.
- **Step #5: Hiring Decisions**
  - If you are offered a position, you will be sent a Letter of Agreement, which must be signed and returned within two weeks. You also will be required to complete the Pennsylvania Child Abuse Clearance, an FBI Background Check, and an I-9 Form. In addition we will need your fingerprints.
  - If you are not offered a position, you will be informed via an email as quickly as possible.
- **Step #6: Mandatory Training Session**
  - You will be required to attend the Mandatory Staff Orientation scheduled for Saturday, June 18, 2022 at 9:30 a.m. (Note: You will be paid for training)

## **Smith Memorial Playground and Playhouse**

Smith Memorial Playground and Playhouse is a Philadelphia institution! Founded in 1899, Smith is dedicated to providing and promoting opportunities for unstructured, wonder-filled play throughout its 16,000 square playhouse as well as its 6.5 magical acres of outdoor space, which have served as a haven for year-round urban nature play for generations of children from throughout our region and beyond.

Smith Memorial Playground and Playhouse is proud to be an equal employment opportunity employer and it aspires to be a fully anti-racist community that is deeply committed to the principles of Diversity, Equity, and Inclusion. All qualified individuals applying for a position with Summer@Smith will receive equal opportunity in all matters pertaining to recruitment, employment, salary, promotion, and assignment, without regard to race, religion, color, gender, sexual orientation, gender identity, genetic information or characteristic, national origin, age, disability status, pregnancy status, marital status, protected veteran status, military service, application for military service, or any other

status protected by applicable federal, state and local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. At Summer@Smith, All employment is decided based on qualifications, merit, and the programmatic needs.