

LINCOLN SCHOOL

P R O V I D E N C E

Summer Camp Coordinator's Assistant

Lincoln School, founded in 1884, is an independent K-12 Quaker girls' school in Providence, Rhode Island. We are seeking a part-time summer camp coordinator's assistant. Lincoln School values working with a diverse faculty and staff and seeks applications from individuals who share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.

Dates and Times

- Monday - Friday, 12:00 pm - 5:30 pm
- Weeks of 6/19, 6/26, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, and 8/21 (9 weeks total)

Essential Duties

- Lead a group of students ages 4 - 6 in afternoon free play following their morning camp session
- Lead the extended camp day program
- Craft an engaging and relaxing afternoon program consisting of things such as water play, rest time, outdoor activities, crafts, reading, etc
- Serve as a lead for camp counselors in the afternoons and during extended day program - ensure camp policies and procedures are followed and delegate tasks as needed
- Serve as a point person for parents and camp instructors to contact in cases of emergency, questions, changes to pick up schedules, etc
- Oversee check out for afternoon camps and relay any important information to parents/guardians
- Report to the Camp Coordinator

Requirements

- Genuine love and interest in working with children and/or education
- Ability to maintain an excellent work ethic, a high level of energy and enthusiasm each day
- Flexibility to meet changing needs and demands while balancing multiple tasks efficiently
- Ability to work collaboratively on a team, with an openness to feedback and a desire to grow professionally
- A great communicator with families and guardians
- Must be fully vaccinated for COVID-19 by the start of camp to ensure staff and campers are as safe and healthy as possible and to comply with enhanced health and safety protocols

Experience & Education

- Preferred to have a college degree but not required
- Preferred experience working with young children
- Experience working in a camp or enrichment program setting is a plus

How to Apply:

Interested candidates should send a resume and cover letter to Julie Stafford, Human Resources Manager at jstafford@lincolnschool.org.

More information about Lincoln School can be found on our website at www.lincolnschool.org.

Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of groups historically underrepresented in independent schools are strongly encouraged to apply.