



Summer Programs Staff Position Summaries

Office Manager (1 team member)

This team member assists the Director of Summer Programs with many functions of camp operations. Areas of responsibility include but are not limited to:

- Pre-camp preparations beginning in May
- Tracking early camper pick-ups and late arrivals
- Monitoring camp email account and voicemails
- Producing selected reports throughout the week (Dining, Extended Care, etc)
- Supervising assembly of the Camp Directors' weekly materials and reports
- Managing Monday walk-in registration
- Participating in carpool operations

Details: This position runs Monday-Friday, May 13-August 2, 2024, 8am-4:30pm. Campus will be closed on the following dates: May 27, June 19, July 4, and July 5, 2023.

Must be a college student or graduate at least 21 years or older, or possess equivalent work experience. Prior experience working in an office environment, a summer camp, or in a customer-service position is ideal. Candidates should possess proficient technology skills, excellent attention to details, and overall initiative. He or she should enjoy working in a fast-paced environment and have the ability to "switch gears" quickly. He or she should be an excellent communicator, both written and verbal. Prior knowledge of the CampMinder platform and familiarity with the Providence Day campus is a plus. A comprehensive background check will be conducted, and employment is conditional upon an approved report.

Communications Manager (1 team member)

The focus of this team member is communication between parents and Summer Programs with primary responsibility for the camp email account and CampMinder registration platform. Daily responsibilities include:

- Customer service, including answering parent questions via phone, email, and in person
- Advising parents on program selection
- Processing registration through the CampMinder system (camp changes, additions, cancellations)
- Processing payments and refunds
- Waitlist monitoring and notification
- Weekly pre-camp emails and updates
- Inclement weather and other emergency notifications
- Participating in carpool operations

Details: This position runs Monday-Friday, May 28-August 2, 2024, 8am-4:30pm. Campus will be closed on the following dates: May 27, June 19, July 4, and July 5, 2024.

Must be a college student or graduate at least 21 years or older or possess equivalent work experience. Prior experience working in an office environment, a summer camp, or in a customer-service position is ideal. Candidates should possess proficient technology skills, excellent attention to details, and overall initiative. He or she should be an excellent communicator, both written and verbal. Prior knowledge of the CampMinder platform and familiarity with the Providence Day campus is a plus. A comprehensive background check will be conducted, and employment is conditional upon an approved report.

Camp Setup and Carpool Manager (1 team member)



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This team member's primary responsibilities are centered on facility use and logistics. Tasks include but are not limited to the following:

- Placing traffic signs and cones; opening/closing shade umbrellas and tents; other items as needed
- Ensuring carpool zones are staffed and ready on time
- Participating in carpool
- Emailing weekly carpool placards to families
- Troubleshooting space issues; moving classroom or outdoor furniture as needed
- Communicating with the departments of Safety & Security and Facilities
- Coordinating operation of the Snack Shack
- Maintaining the Water Park and ensuring its operational safety
- General office duties as needed

Details: This position runs Monday-Friday, May 28-August 2, 2024, 8am-4:30pm. Campus will be closed on the following dates: May 27, June 19, July 4, and July 5, 2024.

Must be a responsible high school or college student at least 16 years of age or older with a valid driver's license. Prior experience working in an office environment, a summer camp, or in a customer-service position is ideal. A comprehensive background check will be conducted for those 18 or older, and employment is conditional upon an approved report.

Candidates should possess overall initiative and enjoy being outdoors. The candidate should also be well-organized and possess adequate computer skills. Prior knowledge of the CampMinder platform and familiarity with the Providence Day campus is a plus. The physical requirements for this position include the ability to lift and move heavy objects and drive a golf cart.

Extended Care Lead (1 team member)

This team member assists the Extended Care Coordinator in setting up and operating the Extended Care program. Primary responsibilities include:

- Opening Extended Care each morning and ensuring facilities are ready to receive children
- Organizing, supervising and instructing children enrolled in the Extended Care program
- Supervising/mentoring other Extended Care staff

Other responsibilities include:

- Preparing program materials and crafts
- Setting up the dining area each day
- Supervising and assisting campers during the lunch hour
- Participating in carpool operations
- Other assignments as required

Details: This position runs Monday-Friday, June 3-August 2, 2023, 6:45am-1:15pm. Special hours July 1-3: 6:45am-2:15pm. Campus will be closed on the following dates: May 27, June 19, July 4, and July 5, 2024.

Must be a college student or graduate at least 21 years or older with prior experience working in a summer camp, child-care facility, or school. Familiarity with the Providence Day campus is a plus. A comprehensive background check will be conducted, and employment is conditional upon an approved report. The physical requirements for this position include the ability to lift and move heavy objects (ie dining tables and chairs).



Summer Programs Staff Position Summaries

Part-time Office/EC Staff (4-6 team members)

Part-time team members enjoy a wide variety of activities throughout the day. They work in coordination with full-time staff to ensure assigned tasks are completed properly and on time. Specific areas of responsibility are assigned based on their skills and experience and may include any of the following:

- Customer service, including answering parent questions via phone, email, and in person
- Advising parents on program selection
- Processing registrations through the CampMinder system
- Running camp reports and preparing information packets
- Supervising children enrolled in the Extended Care program
- Preparing program materials and crafts
- Preparing and organizing snacks
- Assisting campers during the lunch hour
- Participating in carpool operations
- Setting up/taking down camp equipment (directional signs, water park, traffic cones, shade umbrellas, etc.)
- Staffing the Snack Shack (stadium concession stand)
- Directing and/or escorting campers, families, and groups around campus
- Running campus errands
- Assisting camp directors as needed
- Other related responsibilities

Part-time positions run Monday-Friday, June 3-August 2, 2023. Campus will be closed on the following dates: May 27, June 19, July 4, and July 5, 2024.

AM Shift: Approximately 7:30am-1:15pm. Special hours July 1-3: 7:30am-2:15pm. Starting time may vary weekly based on enrollment numbers.

PM Shift: 11:45am-6:00pm, or until the last camper has been picked up. Special hours July 1-3: 1:45pm-6:00pm. Ending time may vary weekly based on enrollment numbers.

In addition to the above, all candidates should demonstrate flexibility, a natural affinity for children, and have the ability and desire to work effectively as a team member. An upbeat, positive attitude is a must!