



Summer Programs Staff Position Summaries

Program 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
- Weekly pre-camp emails and updates
- 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
- Ensuring carpool zones are staffed and ready on time
- Maintaining the Water Park and ensuring its operational safety

Details: This position runs Monday-Friday, May 27-August 1, 2025, 8am-4:30pm. Campus will be closed on the following dates: June 19 and July 4.

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. The physical requirements for this position include the ability to lift and move heavy objects and drive a golf cart. 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
- Inclement weather and other emergency notifications
- Participating in carpool operations
- Placing traffic signs and cones; opening/closing shade umbrellas and tents; other items as needed
- Troubleshooting space issues; moving classroom or outdoor furniture as needed

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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 2-August 1, 2025. Campus will be closed on the following dates: June 19 & July 4

AM Shift: Approximately 7:30am-1:15pm. Special hours June 30-July 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 June 30-July 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!