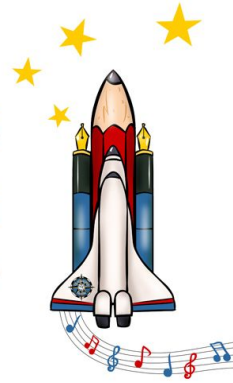


**MISTER LEMUR'S**  
**ADVENTURES**  
**IN WRITING**  
**CAMP**



## Site Administrator

### Overview:

Adventures in Writing Camp seeks experienced educators to provide leadership and logistical coordination for two-week writing camp sessions. Think of this role as the “Principal” of a camp session. You will be managing a team of 7 to 20 staff members (roughly half teachers, half college-age counselors). This is a 2 week commitment for the summer with the option of working multiple two week sessions (preferred).

### You:

- *You're inspired by Adventure in Writing Camp's mission to help children fall in love with writing!* Writing education, project-based learning, student choice, and creative, welcoming spaces all speak to the very heart of who you are.
- *You're an experienced, creative, fun-loving educator.* You're as comfortable resolving conflict between two campers as you are mentoring your staff or adding your own unique flavor to a classic game.
- *You're a communicative, trustworthy leader.* As a relationship-builder and mentor, you measure your own success in large part by the success of those around you, and care deeply about helping them meet professional development goals.
- *You're an organized, problem-solving manager.* You love fine-tuning operational logistics, ensuring program efficiency, and learning new strategies for driving overall performance.
- *You're ready to grow.* You know that true mastery requires commitment, effort, thoughtful feedback, personal reflection, and implementation of lessons learned.

### Us:

Inspire and be inspired! Immerse yourself in a world of creativity and music as you foster a love of writing among elementary and middle school campers. Adventures in Writing Camp is a two week day camp that channels the power of childhood imagination into writing success! The camp's curriculum and lessons guide students through the process of writing, illustrating and creating their own eBook or blog. See the magic of Adventures in Writing Camp for yourself at:

<http://www.aiwcamp.com>.

### What you'll do...

You will be responsible for the day-to-day operations of the camp, as well as the primary contact for parents, staff, and camp founders. As an experienced leader, you will motivate and collaborate with your team of 3-4 Writing Rangers (teachers), 1 Supervised Play Coordinator, a Secretary of

Shenanigans (Lead Adventure Guide), and 4-12 Adventures Guides (counselors) to foster an environment where campers fall in love with writing!

- *Prior to the start of camp, you will*
  - make brief welcome calls to each registered family,
  - help recruit, select, and onboard your team,
  - participate in (and lead some) pre-camp training to ensure that staff and materials are prepared for day-one,
  - Receive, prepare, and deliver supplies to your site
  - and work to spread the word about camp in your community.
- *During camp, your daily responsibilities will range from opening classrooms and managing personnel and camper issues, to covering a class in the event of an illness, and checking-in daily with the Site Administrator Supervisor. In short, you are the grease that keeps the camp wheels spinning smoothly! You will be responsible for overseeing hours worked, and reporting them to the home-office payroll coordinator. During camp, the Site Administrator will need to be on site before and after staff (usually 7:50am to 3:20pm) and “on call” as needed.*
- *After camp, you will be responsible for organizing and returning supplies, ensuring the facility is left in good condition and sharing feedback that can be incorporated into next year’s camp.*

### **What we’re looking for...**

- Bachelor’s degree or equivalent experience.
- Demonstrated leadership experience
- Experience working with K-8th grade children
- Current First Aid CPR Certification
- Proficient with Google Suite and other time and HR related software
- Excellent communicator (with parents, staff, and Site Administrator)
- Staff selection and management experience a plus
- Ability to work part-time in spring, and full-time in summer

### **Time Commitment and Schedule**

You will be hired to work a two-week sessions. You may have the opportunity to work multiple sessions depending on location. Camps typically start in early June and conclude in late August.

In addition to their duties during camp, the Site Administrator will have some pre and post camp management tasks. For the sake of the kids’ experience, we ask that applicants only apply for a camp if they can also commit to carrying out pre and post camp tasks as well as all ten days of that camp.

This is a stipend position. For each session, you will dedicate time to hiring your team, planning your curriculum, communicating with staff, and providing supervised play for campers from 2pm to ~6:15pm daily.

### **Compensation & Benefits**

- The stipend is \$2,250 per camp session. The stipend includes all pre-camp (hiring, planning, training), during-camp (work-day activities), and post-camp (staff evaluations, and letters of recommendation) activities.
- Temporary employee (non-benefited)
- Paid sick leave is accrued at a rate of one hour per every thirty hours worked. Accrual begins on the first day of employment. Paid sick leave may be used beginning on the 90th day of employment.
- If your own children are of camp-age, we offer significant discounts on camp programs.

**Work Location**

Onsite at your assigned camp location

To Apply: Please submit your information via <http://www.aiwcamp.com/join-the-team/>. We look forward to hearing from you!