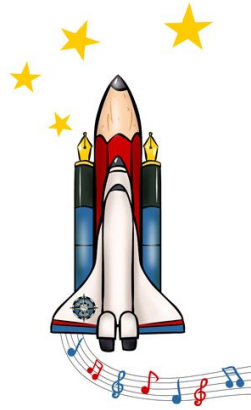


**MISTER LEMUR'S**  
**ADVENTURES**  
**IN WRITING**  
**CAMP**



## Secretary of Shenanigans

***US foreign relations is directed by the Secretary of State... the safety and security of the nation is directed by Secretary of Defense... and perhaps most importantly, wacky creative hijinks at AIW Camp are directed by the Secretary of SHENANIGANS!***

***she·nan·i·gans***  
***SHə 'nanəgənz/***

- ***silly or high-spirited behavior; mischief.***

A key component of AIW Camp's success helping kids fall in love with writing is an environment that makes kids excited to come back to camp day after day, year after year. The costumes, music, games, traditions, hijinks and enthusiastic team create an experience they don't want to leave! Students traditionally think of writing as an academic subject, and the camp sessions are usually set in a school environment, so it's tremendously important that we set the tone from the moment families arrive the first morning.

That's where you come in! The Secretary of Shenanigans (SoS) is charged with organizing and leading the events that keep camp feeling like summer camp, NOT summer school. This will include setting up the music speaker(s) by the morning dropoff point each morning, organizing the greeting staff prepares for the campers each morning, called the "Gregarious Greeting." (Campers must walk under a moving tarp, run the Hi-5 gauntlet, or hop on one leg, or... when they arrive at camp.) You will present at the camp morning meeting to talk about the Gregarious Greeting and other activities for the day (and days ahead), and brainstorm ideas how to connect with any campers who are not engaging with the program. You will oversee the troop-time games, help with brain-breaks, plan costume days, and use your creativity and ability to "read a room" to keep the energy high!

The role will also include taking photos at camp each day and uploading them to the session photo album, making the end of camp highlight video, and assisting the Site Administrator from time to time.

For SoS in the Bay Area, you will also oversee the distribution of lunches for those campers that purchased lunch.

An ideal candidate for this position will typically have experience working as an Adventure Guide at AIW Camp, but it is not required.

Sounds cool... but like, what would I actually be doing?

### **A typical day in an untypical gig!**

- 8:15 arrive on campus and set up music player near the morning drop-off area
- 8:20 Attend the morning staff meeting. During the meeting:
  - 1) Share the Gregarious Greeting plan with the Adventure Guides (AGs) and teachers (Writing Rangers). Let them know where to be, when they should be there, and what they are doing.
  - 2) Share any other activities you have planned for the day.
- By 8:45, have the music turned on and be out front with the AGs and Rangers for the Gregarious Greeting.
- 9:05 (or when the vast majority of campers have arrived) bring the music player inside and...
- 9:05 to 9:30 participate in the morning assembly.
- 9:30 to 10:00: Bounce around to the different grade level groups during Troop Time making sure everyone understands the games and is having fun!
- 10:00 to 10:50 Grab a short break in here somewhere, and use the balance of the time to take photos and videos of the various troops and upload them to the session photo album.
- 10:50 to 11:00: Help supervise the snack break
- 11:00 to 11:50: Bay Area only: Receive lunch from the drop-off driver and make sure everything was delivered. Distribute lunch to 1<sup>st</sup> grade campers. Otherwise, use this time to plan activities for tomorrow, and/or ask the Site Admin if he/she needs any help.
- 11:50 to 1:30 distribute elementary and middle school lunch, help supervise the campers eating and playing.
- 1:30 – 2:30: Take more photos and videos of the campers, upload as appropriate. Plan hijinks, help the site admin.
- 2:30 – 3:00: participate in the closing assembly
- 3:00 to 3:15 wrap up, head home!

### **Compensation & Benefits**

- \$15/hour (depending on camp location)
- 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.

Going forward, Secretary of Shenanigans “alumni” will have an inside track on other leadership positions as the camp expands to other locations in the area during the summer.

### **Work Location**

Onsite at your assigned camp location(s)

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