



Assistant Site Administrator

Overview:

Adventures in Writing Camp seeks educators and future camp-leaders to support the Site Administrator during AIW Camp's day program and to serve as the Administrator of our After-Camp Program. 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 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 serve as a bridge between the AIW Camp day-program and our after-hours Supervised Play program. You are on site from 10:30am to 6:15pm. During camp hours you will provide assistance to the Site Administrator and supervise campers during recess and lunch. During after-camp hours you will serve as the SuperPlay Supervisor by coordinating daily activities and managing a team of 1-4 highschool and college students.

During Supervised Play (from 3pm to 6pm) you will:

- Serve as the primary administrator of our after-camp "Supervised Play" program.
- Manage a small team of highschool and college students and oversee the safety and supervision of campers participating in After Care.
- Implementation of the SuperPlay curriculum which includes a mix of indoor and outdoor activities.
- Be the point-of-contact for all SuperPlay supply orders and procurement.

- Coordinate all staff communications, including setting the schedule and tracking hours worked of staff.
- Supervise and monitor the safety of children
- Collect supplies (balls/craft materials) at the end of camp and return to the camp's supply coordinator for re-use in the future.
- Perform daily closing routine (i.e. lock-up, sign-out all campers, clean, etc.)

What we're looking for...

- Bachelor's degree or equivalent experience.
- Prior experience working with Adventures in Writing Camp preferred
- Demonstrated leadership experience
- Experience working with K-8th grade children
- Current First Aid CPR Certification (required for this position)
- Proficient with Google Suite and other time and HR related software
- Excellent communicator (with parents, staff, and Site Administrator)

Time Commitment and Schedule

You will be hired to work a two-week session. You may have the opportunity to work multiple sessions depending on location. Camps typically start in early June and conclude in late August. 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 being present at all ten days of that camp.

Compensation & Benefits

- Hourly rate of \$140/day
- 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!