

Internship Specialist

Summary: The Internship Specialist manages and leads the Camp Greenway Internship Program (GIP) to foster leadership for rising 10th graders. The Internship Specialist is responsible for developing and facilitating camp and leadership curricula for registered GIPs. This position works closely with the Camp Director, Assistant Camp Director, Division Directors, and Senior Counselors to place GIPs into camp groups and to evaluate GIPs for potential hiring in the future. The Internship Specialist is critical to developing the next generation of camp staff and must have an understanding of camping. Though Camp Greenway has had a long history of a Counselor-in-Training program, this is the inaugural season of the Greenway Internship Program, and a qualified candidate must be comfortable with navigating and creating new opportunities.

Commitment: This is a seasonal, summer position which includes 6 weeks of camp program management and one week of staff training.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required; leadership experience working with high school aged children required. This position is exempt and may work more than 40 hours a week.

Reports To: Division Director, Assistant Camp Director, Camp Director

Specific Responsibilities:

- Works collaboratively to develop and plan the GIP program; serves as the lead facilitator during summer weeks.
- Sets goals and benchmarks for the program; creates and implements GIP coaching plan, including routinely providing formal and informal feedback and evaluations to GIPs.
- Coordinates with Division Leaders, Assistant Camp Director, and Camp Director on GIP group placement.
- Fosters intentional leadership skills in GIPs so they leave the program as strong candidates for future employment.
- Begins the GIP recruitment process with current campers by creating and leading activities and providing constructive feedback on the programming for our oldest campers.
- Coordinates guest speakers and field trips for GIP participants as needed.
- Instructs current counselors on how to be good leaders for GIPs and models that leadership.
- Supervises GIPs when they are working in groups or activity areas.
- Answer camp phone and email as needed.
- Assists with groups, campers, and counselors as needed.

- Handles minor daily behavior issues with campers. Appropriately shares issues with the Leadership and Administrative teams.
- Provides end-of-season feedback to Director of Summer Programs.
- Assists in the facilitation and development of staff training.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.