

## **Trips and Guest Speaker Director**

**Position Summary:** The Girls First Trips and Guest Speaker Director will be responsible for coordinating multiple Girls First off-campus trips and collaboratively execute daily camp activities. The Trips and Guest Speaker Director will also provide supervision and support to the Girls First Instructor staff and assist the Director of Girls First in day-to-day administrative tasks. This position does not require you to live on the Madeira campus in a provided dormitory but is optional for the duration of the residential program. This position is also required to become bus certified through The Madeira School.

**About Girls First:** Girls First is celebrating its 26<sup>th</sup> year of introducing middle-school aged girls (rising 5<sup>th</sup>-rising 9<sup>th</sup> grade) to the traditions and spirit of The Madeira School. Girls First offers a unique experience of mixing in-classroom instruction with extracurricular activities that make it a diverse summer camp option! With areas of study, or tracks, ranging from science based to performing arts, there is something for any interested camper who wants to learn and play in a supportive community. Girls First is offered as a one-week or two-week residential sessions or a one-week day session; each session offering a glimpse of what it is like to be a Madeira student.

**Minimum Requirements:** Must be 21 years old during the time of camp. Camp and leadership experience preferred. Must be able to pass a small bus driving test provided by The Madeira School. This position is exempt and may work more than a 40-hour work week.

**Reports to:** Director of Girls First

**Commitment:** This is a 6-week, seasonal, summer position. All staff must attend staff training on the dates listed below. For any date conflict, please bring to the hiring managers' attention. Priority will be given to those who can commit to all six weeks. Must be able to pass a small bus driving test provided by The Madeira School.

**Required Dates:**

Staff Training	Sunday, June 22nd-Friday, Jun 27th
Session One (One-week)	Sunday, June 29th-Friday, July 4th
Session Two (Two-week)	Sunday, July 6th-Friday, July 18th
Session Three (One-week)	Sunday, July 20th-Friday, July 26th
Session Four (Girls First Jr.)	Monday, July 28th-Friday, August 1st

**General:**

- Assists the Director of Girls First in continual planning and execution of enhancements to the program
- Co-leads the training of counselor staff with the Director of Girls First
- Attends Staff Training, morning meetings, and clean-up days.
- Assists with management of Madeira Camps' social media and photo sharing platform.
- Assists in management and care of the physical facilities and equipment in all program areas.
- Participates in residential "on-duty" nights as needed; lives on-campus in a provided dormitory space when girls are on campus.

- Ensures campers and staff follow appropriate emergency, safety, and health/wellness procedures in all program areas.
- Abides by the policies and procedures of The Madeira School as outlined in the Staff Handbook.
- Completes First Aid and CPR training as part of Staff Training.

**Daily Operations:**

- Coordinates group logistics for off-campus field trips which includes, but is not limited to bus assignments, arrival times and departure times, metro/public transportation logistics, communication with instructor and counselors about specific responsibilities, lunch time coordination, and other related communication that would be practical in the execution of off-campus field trips
- Prepares for the arrival of guest speakers via email communication and acts as the main point-person for the Girls First guest speakers on the day of
- Reaches out and coordinates additional guest speaker opportunities for upcoming session on a need-to basis
- Participates enthusiastically in all camp activities, providing support and guidance to fellow staff members.
- Aids with the drop-off and pick-up procedures for the residential weeks or day camp sessions
- Identifies and addresses major behavioral issues with campers or staff and appropriately brings issues to the Director of Girls First
- Facilitates an efficient camp set-up and break-down process

**Supervision:**

- Supports and supervises the counselors by communicating feedback to continue the growth of the individual person and the Girls First program
- Providing thorough evaluations of the counselor staff at the end of the summer season indicating job performance, community building focus, and collaborative teamwork efforts.

**Administrative:**

- Collaborates with Assistant Director of Summer Programs on scheduling.
- Reviews lesson plans, supply needs, guest speaker requests, and field trip requests.
- Assists Assistant Director of Summer Programs with program evaluations, ensuring content and delivery meet expectations and suggests program changes as needed.
- Prepare end-of-season reports and make suggestions for next summer season.

*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.*