

Women in Business, Law, and Social Science Instructor

Summary: The Women in Business, Law, and Social Science Instructor prepares and facilitates core activities for the Girls First track for girls in grades 5-9. This role involves working with a provided curriculum, while also incorporating personal ideas, activities, and experiences to enhance the program. Additionally, the instructor will assist in the delivery of all camp-based and leadership-based group activities and may lead groups on off-campus trips or site visits. The goal of the program is to introduce the girls to practical ways to start with an idea and build their passions into purpose for the community, and to provide opportunities for girls to develop their own sense of reasoning and advocacy through the exploration of ideas and action inside and outside of the classroom. The position does not require living on campus, but a residential option is available.

About Girls First: Girls First is celebrating its 26th year of introducing middle-school aged girls (rising 5th-rising 9th 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: Bachelor's Degree or equivalent professional experience with business management or experience, basic knowledge of law systems and different types of law. Other relatable experience may be considered, or other related fields required. This position is encouraged to become small bus trained for field trips and off-campus trip transports

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. This position is exempt and may work more than a 40-hour work week.

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

Reports to: Trips and Guest Speaker Coordinator

General Responsibilities:

- Prepares and facilitates program specific curriculum that is experiential in nature; builds curriculum using Girls First activity plans and/or personal curriculum and experiences.
- Works collaboratively with the leadership team to set schedules, determine supply needs, and execute off-campus trips and/or on-campus guest speakers.

- Demonstrate creative teaching techniques that engage the campers and are appropriate for the age group.
- Acts as a role model for campers and encourages their participation and creativity.
- Implements safety guidelines for all campers.
- Supports relations and communication among staff members to promote an atmosphere of support and cooperation in the camp.
- Assists in the delivery of camp-based and leadership-based group activities.
- Provides “camper comments” to be submitted to the Madeira Admissions team upon request.

Residential Responsibilities (*only for those staying in Madeira School provided housing*):

- Plan and lead 3-4 D Block options for each residential session, and 2 D Block options for Girls First Jr.
- Assist with evening programming set-up, facilitation, and tear down following the direction of the Programming Coordinator or Special Events Coordinator
- Provides dorm common room coverage if needed for Counselors or Program Staff in event of an emergency or special circumstance.

Other Duties:

- Attends staff training and set-up/clean-up days
- Completes First Aid and CPR training as part of Madeira Camps staff training.
- Assists with residential and day camp pick-up and drop-off procedures
- 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.