



JOB DESCRIPTION

Job Title:	Activity Specialist
Department/Program:	Camp Twelve Trails
Position Reports to:	Neighborhood Coordinator
Job Title(s) Reporting to This Position:	N/A

CAMP OVERVIEW

Camp Twelve Trails gives children entering Kindergarten - 10th grade the best of both specialty and traditional day camp programs. It is comprised of five Neighborhoods (elective tracks): **Play, Create, Explore, Discover, and Grow** that allow campers to strengthen their skills in their favorite specialty while encouraging them to explore new areas. Our program is rooted in universally shared values central to Jewish life. These values are incorporated in everything we do, with the hope that it encourages our staff and campers to be the best versions of themselves.

POSITION OVERVIEW

Activity Specialists develop and implement educationally-rich, experiential programming at camp. As a specialist we expect you to run informative, fun, and energetic programs for all ages in camp. Below are the specialty areas available for this summer.

Specialty Areas Available

- Arts & Crafts
- Performing Arts
- STEM
- Sports & Fitness
- Archery (certification provided)
- Gardening & Environmental Education

DUTIES PRE CAMP

- Participate in training and collaborative lesson planning.
- Produce and deliver lesson plans.
- Organize supplies and outdoor classroom space

DUTIES DURING CAMP

- Facilitate programming with campers.
- Teach 5- 6 periods (40 mins) each day to various age groups designated in your weekly schedule
- Use prep periods to plan for your programming
- Put together lesson plans that are age-appropriate and engaging
- Advise supervisor on equipment and supply needs.
- Create and maintain a learning environment for campers.
- Assist in the maintenance of a clean and safe camp environment.



- Collaborate with other specialists and Neighborhood Coordinators.
- Participate and help plan camp-wide special events.
- Assist with post-camp clean up and shut down of all program spaces.
- Maintain positive working relationships with all staff, and work closely with counselor staff to ensure successful lessons/workshops
- Perform any other program or agency-related duties or special projects as directed by supervisor.

REQUIREMENTS

- Experience teaching children
- Experience with curriculum development
- Excel at working collaboratively with others
- Sensitivity and commitment to diversity and inclusion

Status:

- Full-time Seasonal
- Mondays through Fridays, June 27 – Aug 16, 2024 , including 40-45 hours of staff training in May and June

Hours: 8:00am-5:00pm during the summer

Salary Range: \$4,000-\$4,500

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other functions and responsibilities may change or may be assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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