

## Girls First Program Staff

**Primary Responsibilities:** The Girls First Program Staff are responsible for supporting and assisting all aspects of scheduled programming for Girls First. Program Staff may be responsible for facilitating activities for campers or acting as coverage for counselors' dorm duties when needed. This position requires you to live on the Madeira campus in a provided dormitory for the duration of the residential program.

**About Girls First:** Girls First is celebrating its 25<sup>th</sup> anniversary of introducing middle-school aged girls 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 known as tracks, ranging from science base 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 two-week residential session or a one-week day session; each session offering a glimpse of what it is like to be a Madeira student.

**Minimum Requirements:** Completion of 10<sup>th</sup> grade and at least 15 years old This position is exempt and may work more than a 40-hour work week. Experience with peer leadership or working with children is preferred but not required.

**Reports to:** Girls First Program Director

**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.

**Required Dates:**

Staff Training	Monday July 1 <sup>st</sup> -Friday, July 5 <sup>th</sup>
Girls First Residential: Session One	Sunday, July 7 <sup>th</sup> -Friday, July 19 <sup>th</sup> Sunday, July 28 <sup>th</sup> -Friday, August 9 <sup>th</sup>
Girls First Jr. (Day camp with overnight)	Monday, July 22 <sup>nd</sup> -Friday July 26 <sup>th</sup>

**General:**

- Assists the Program Director in continual planning and execution of enhancements to evening programs and special events
- Assists in management and care of the physical facilities and equipment in all program areas.
- Participates in residential dorm coverage when needed and necessary
- Continuing support for special events and overnight programs for Girl Frist Jr.
- Ensures campers and staff follow appropriate emergency, safety, and health/wellness procedures in all program areas.
- Attends Staff Training, morning meetings, and clean-up days.
- 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:**

- Assists in the execution of evening programs that support the different interests and activity levels of each camper
- Plans and organizes scheduled organized activities for campers during D block periods, break times or down times during the day
- Participates enthusiastically in all camp activities, providing support and guidance to fellow staff members.
- Assists with drop-off and pick-up procedures for the residential weeks and day camp sessions
- Identifies and addresses major behavioral issues with campers and appropriately brings issues to the Director of Girls First
- Facilitates an efficient camp set-up and break-down process

**Administrative:**

- Reviews supply needs for programs and additional activity time and communicates them with the Program Director
- 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.*