

Women in Business and Law Instructor

Summary: The Women in Business and Law instructor prepares and facilitates core activities for the Girls First track for girls grades 5-9. The instructor will have a provided curriculum and are encouraged to add to it with their own ideas, activities, and experiences. The instructor will also assist in the delivery of all camp-based and leadership-based group activities and may lead their group on off-campus trips or site visits. The goal of the Girls First Women in Business and Law track is to introduce the girls to practical ways to start with an idea and build their passions into purpose for the community. This position is not required to live on campus; however, a residential option is available.

About Girls First: Girls First is celebrating its 25th 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: 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	Monday July 1 st -Friday, July 5 th
Girls First Residential: Session One	Sunday, July 7 th -Friday, July 19 th
Girls First Jr. (Day camp with overnight)	Monday, July 22 nd -Friday July 26 th
Girls First Residential: Session Two	Sunday, July 28 th -Friday, August 9 th

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.