

Greenway Internship Program Coordinator

Summary: The Greenway Internship Program (GIP) Coordinator leads and manages Camp Greenway's internship program for rising 10th graders, developing the next generation of camp leaders. This position designs and facilitates a robust leadership experience for GIPs through training, mentorship, and meaningful placements within camp groups and activities. The GIP Coordinator fosters skill-building, confidence, and responsibility in participants while maintaining strong communication with the Administrative and Leadership Teams. As part of the Senior Leadership Team, the GIP Coordinator helps ensure that camp operations and community values are aligned across all levels of staff.

Commitment: This is a seasonal, summer position which includes 7 weeks of camp program management and one week of staff training.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required; leadership experience working with high school aged children is required. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director for Personnel, Camp Director

Specific Responsibilities:

- Oversees all aspects of the Greenway Internship Program, including planning, implementation, evaluation, and supervision of interns.
- Design and facilitate GIP leadership training sessions, reflections, and goal-setting activities.
- Coordinate GIP placements in collaboration with Division Directors and Senior Counselors, ensuring positive integration into camp groups and activities.
- Provide daily mentorship and feedback to GIPs, fostering their growth in professionalism, communication, and initiative.
- Maintain accurate attendance, performance records, and documentation in CampBrain and Google Drive.
- Communicate regularly with the Assistant Camp Director for Personnel and Division Directors regarding GIP performance, challenges, and successes.
- Develop opportunities for GIPs to assist with special events, theme days, and program projects that build leadership and community engagement.
- Collaborate with the Administrative Team to identify strong GIP candidates for future employment and provide end-of-season evaluations.
- Support general camp operations as needed, including morning drop-offs, afternoon pick-ups, and transitions.
- Serve as an active member of the Senior Leadership Team, contributing to camp-wide planning, communication, and decision-making.

- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.
- 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.