

Special Activities Coordinator

Job Title: Special Activities Advisor

Reports To: Athletics Director



Character:

We are looking for folks who are...

- Passionate about teaching the technology and/or athletic options that we offer. The magic of our camp can only happen when there is a perfect cross section of camper's interest and curiosities and counselor's passion and knowledge.
- Genuinely interested in working with children and adolescents - campers are super fun but exhausting, so you gotta love them!
- Flexible, can adjust on the fly, and still keep your cool are essential skills for this position.
- Able to work cooperatively with others, learn on the job, come to work each day on time, and do whatever it takes for the good of the campers.
- Role models and can become active members of the TIC community, including playing games and dressing up for theme days- the unique combination of fun and silly.

Requirements:

- General skills in team and individual sports, with a specialty in one or more of the following areas: soccer, basketball, ultimate frisbee, hockey, football, volleyball, tennis, drama, yoga, chess, creative arts, outdoor learning, or dance.
- Advanced understanding of one or more special activities.
- Teaches athletic skills to junior (2nd-5th graders) and senior (6th-10th graders) campers in areas of expertise and assists in other athletic activities.
- Valid First Aid/CPR/AED certification, or ability to obtain.

Specific Job Duties:

- Designs and manages Specials programs, ensuring the TIC philosophy and spirit are maintained.
- Advises on purchases and maintenance of Specials equipment and supplies.
- Develops a daily schedule for use of space and the organization of time in.
- Works with the Athletic director to evaluate the athletic/special staff on an ongoing basis.
- Assists the Athletic Director with innovation of Specials curriculum.
- Assist Directors with creation and execution of Special weekly events/programming
- Assist Directors with Office/Managerial tasks to be agreed upon.
- Serves as substitute Counselor when needed.

Administrative Tasks:

- Hours are 8am-4pm, Monday through Friday. Please keep in mind that this is a short term, full time position and your campers truly need you at camp every day. Personal time should be planned for before or after camp and on weekends.
- Completion of any session specific forms, including Camper Highlights.
- Maintain standards that promote the health, safety, and welfare of all participants.
- Provide and receive feedback to the immediate supervisor on a regular basis.

Training: TIC holds 3-4 days of staff training to prepare and allow time to develop curriculum, held the week of June 10 (some exceptions can be made for year-end school obligations if pre-approved).

Camper Sessions:

Session 1: June 17 - July 28 *(no camp June 19th)

Session 2: July 1 – July 12 *(no camp July 4th)

Session 3: July 15 – July 26

Session 4: July 29 – August 9

Other items to note:

- Staff are required to attend staff training and commit to at least six weeks of camp. Preference is given to those who can work the entire summer.
- TIC does not have any resident facilities; out-of-town staff must find their own housing during the summer employment.