



## Employment Opportunities 2023

Position Dates May 15th-July 28th, 2023

[www.bgcbloomington.org](http://www.bgcbloomington.org) for full job descriptions

## To Apply:

Submit Resume and Cover Letter to

[rdobias@bgcbloomington.org](mailto:rdobias@bgcbloomington.org)

Rachel Dobias, Camp Director

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

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**Camp Rock** is a traditional outdoor summer day camp serving campers entering grades 1-8. Camp Rock is an American Camp Association (ACA) accredited camp. Campers enjoy a variety of specialized outdoor activities including archery, lakefront swimming and boating, sports & games, arts & crafts, fishing, gardening and outdoor living skills.

**General Qualifications:** Must be able to perform essential functions of the job with or without reasonable accommodations. Must be able to stand or be on one's feet for prolonged periods of time, stand summer heat, humidity and inclement weather situations and possess the strength and endurance to maintain constant supervision of campers in an outdoor environment. Staff members attend a mandatory week of training and orientation (May 15th-19th, 2023). Staff must have reliable transportation to arrive at camp for half-day & full day shifts.

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### Job Title: Aquatics Director

**Hours Per Week:** 33

**Number of Positions:** 1

**Pay:** \$15.00/hr

**Description:** Primary responsibilities include the training and supervision of waterfront lifeguard staff. The Aquatics Director oversees all aquatics programs including lakefront swimming, fishing and boating. Aquatics Director plans special aquatics experiences, instructional swim time and programs for campers. Responsible for risk management and emergency preparedness standards as outlined by the American Camping Association. Serves as primary supervisor in the absence of Camp Director and Assistant Camp Director. Reports to Camp Director & Assistant Director. Staff members attend a mandatory week of training and orientation.

**Qualifications:** Minimum age 21. High school diploma required, some college preferred. Mature, confident, self-starting personality. Strong judgment and leadership skills required. Six weeks prior experience in management or supervision at an aquatics facility OR supervision training from a nationally recognized aquatics organization. Lifeguard training from a nationally recognized certifying body and lifeguarding experience required. WSI certification a plus. Youth work or camp experience required.

### Job Title: Counselor; Counselor/Lifeguard

**Hours Per Week:** Full Time 40+

**Number of Positions:** 6 Counselors; 3 Counselor/Lifeguards

**Pay Range:** \$13.29-13.54/hr

**Description:** Camp Rock Counselors are responsible for the direct daily supervision of campers. Counselors are responsible for a specific group of 10-12 campers and the entirety of their camp experience. Counselors serve as consistent role models and leaders for their group of campers throughout the summer season. Counselors are responsible for planning and facilitating "Counselor Led Activities" multiple times a week. **Counselor/Lifeguards** have the additional responsibility of serving as a lifeguard for their group during swimming, boating and fishing.

**Qualifications:** Minimum age 18. High school diploma required, some college preferred. Camp Rock counselors are dynamic individuals who enjoy the outdoors and have a strong desire to share that enthusiasm with youth from a variety of backgrounds. Mature, confident, self-starting personality is a must! Solid judgment and leadership skills required. Youth work or camp experience required. Guarding experience is preferred for lifeguards, though certification can be obtained through camp training.

### Job Title: Part Time Counselor/Lifeguard

**Hours Per Week:** 20-25 hours per week

**Number of Positions:** 2

**Pay Range:** \$13.29-13.54/hr

**Description:** Camp Rock Part Time Counselors are responsible for the direct daily supervision of campers. Part Time Counselors are responsible for helping maintain staff to camper ratios, assisting with aquatic activities and serving as substitutes for Full Time Counselors. Counselors serve as consistent role models and leaders for their group of campers throughout the summer season. Counselors are responsible for planning and facilitating "Counselor Led Activities" multiple times a week.

**Counselor/Lifeguards** have the responsibility of serving as a lifeguard for their group during swimming, boating and fishing.

**Qualifications:** Minimum age 18. High school diploma required, some college preferred. Camp Rock counselors are dynamic individuals who enjoy the outdoors and have a strong desire to share that enthusiasm with youth from a variety of backgrounds. Mature, confident, self-starting personality a must! Solid judgment and leadership skills required. Youth work or camp experience required. Guarding experience is preferred for lifeguards, though certification can be obtained through camp training.

**Job Title:** Camp Administrative Assistant

**Compensation:** \$13.29/hr

**Number of Positions:** 1

**Hours per Week:** 10-20

**Job Description:** Responsible for a variety of office tasks related to the Camp Rock program. The Camp Rock Administrative Assistant plays a highly important role as the link between parents and the camp program and staff. Duties include but are not limited to: answering phones, checking a voicemail box and responding appropriately within 24 hours, maintains an organizational email address for communication with camp families, handles changes in enrollment/registration during the summer months, handles and processes camp payments, composes a weekly parent email for distribution, creates a daily report for the camp director detailing the day's work, creating and maintaining weekly camper medical files, managing late payments and camper payment plans, managing merchandise sales, collecting data regarding campers and camp trends. Operates and maintain camp management software.

Must have availability between 4:30-6:00 pm and/or 7:30-9:00 am Mon-Fri to operate the camper pick up desk. During this time, the Administrative Assistant interfaces with camp families and campers and ensures a safe and orderly drop-off and pick-up process.

**Qualifications:** Minimum age 18, high school diploma required, and some college preferred. Camp Rock Staff are dynamic individuals who are interested in youth development and growth. The Camp Rock Administrator should possess a working knowledge of Microsoft Word, Excel, Publisher, WordPress and general web use. This person should have strong written and verbal communication skills, as well as be highly organized, tactful, and professional.

Must be able to perform essential functions of the job with or without reasonable accommodations including the ability to sit for prolonged periods of time

**Job Title:** Camp Program Director

**Compensation:** \$13.29/hr

**Number of Positions:** 1

**Hours per Week:** 15-20 (Program Director typically works 2-3 days per week unless position is adapted to increase hours for internship requirements)

**Job Description:** Plans and leads special programs and events for Camp Rock campers including but not limited to all-camp activities, theme days & programs and minor field trips. This position is responsible for making camp *special* for campers by adding extra layers of program, special touches, fun activities & competitions and any other creative additions they can dream up! They also create and lead staff team building initiatives, appreciation initiatives and competitions. Depending on the number of hours worked per week, they may also lead daily camp programs and/or assist staff with aquatics activities. This position may be adapted to meet SPH Internship Requirements.

**Qualifications:** Youth work or camp experience preferred. Attention to detail, strong organization skills and enthusiasm required! Familiarity with developmental stages of youth and group management skills preferred.

**Job Title: Arts Director**

**Compensation: AMERICORPS**

**Number of Positions: 1**

**Hours per Week: 15-20 (Art Director typically works 2-3 days per week)**

**Job Description:** The Arts Director will be responsible for all aspects of arts and crafts programming for Boys & Girls Club's summer day camp, Camp Rock. Intern will be expected to plan and lead interactive art programming for groups of campers entering grades 1-8 on a daily basis. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Opportunity to manage a small budget. Intern will support the Boys & Girls Club mission through art programming and foster an appreciation for art and encourage self expression and creativity in campers.

**Qualifications:** Well qualified candidates will possess an understanding of and a passion for teaching art and crafting concepts and skills to youth. This position requires an enthusiastic, self starting personality with exciting ideas for implementing a fun and interesting art curriculum for campers. Should be mature, confident and innovative. Strong candidates will possess the ability to teach typical 'camp crafts' as well as traditional and alternative art forms (ex. painting, sculpting, recycled art, theater, music, photography). Solid organizational skills a must.

**Job Title: Athletics Director**

**Compensation: AMERICORPS**

**Number of Positions: 1**

**Hours per Week: 15-20 (Athletics Director typically works 2-3 days per week)**

**Job Description:** The Athletics Director will be responsible for all aspects of physical recreation (Sports & Games) programming for Boys & Girls Club's summer day camp, Camp Rock. Expected to plan and lead fun and engaging programming and interactive sports and games for campers. This position is responsible for planning and implementing programs that teach sportsmanship, teamwork, healthy living, character and an appreciation for physical activity and recreation. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Intern works from an existing resource manual but is afforded the freedom to add his/her personal twist. This position may be adapted to meet SPH Internship Requirements.

**Qualifications:** Well qualified candidates will possess an understanding of and a passion for introducing children to physical recreation experiences and concepts. This internship requires an enthusiastic, self starting personality with exciting ideas for implementing fun and engaging athletics programs for campers. Intern should be mature, confident, and enthusiastic and possess strong judgment in relation to risk management.

**Job Title: Outdoor Education/Garden Director**

**Compensation: AMERICORPS**

**Number of Positions: 1**

**Hours per Week: 15-20 (Outdoor Education/Garden Director typically works 2-3 days per week)**

**Job Description:** The Outdoor Education/ Garden Director will be responsible for all aspects of outdoor living skills and gardening programming. Expected to plan and lead fun and engaging interpretive programming for campers with a focus on topics including gardening skills, plant science, outdoor survival skills (shelter building, fire building, wild edibles, etc.) and conservation. Expected to lead campers in maintaining several garden boxes throughout the summer.

Excellent opportunity for leadership and to develop curriculum design, interpretive programs and classroom management. Opportunity to learn to manage a budget and grant requirements. Intern works from an existing resource manual but is afforded the freedom to add his/her personal twist. This position may be adapted to meet SPH Internship Requirements.

**Qualifications:** Well qualified candidates will possess an understanding of and a passion for connecting children with nature and the environment. This position requires an enthusiastic, self starting personality with exciting ideas for implementing fun and engaging outdoor education programs for campers. Should be mature, confident, and enthusiastic and possess strong judgment in relation to risk management. Experience maintaining a garden preferred. Ability to assist in establishing and planting the garden in early May a plus.

**Job Title:** Archery & Adventure Director

**Compensation:** AMERICORPS

**Number of Positions:** 1

**Hours per Week:** 15-20 (Archery & Adventure Director typically works 2-3 days per week)

**Job Description:** The Archery/ Adventure Director will be responsible for all aspects of archery programming and range management. Expected to plan and program for groups of campers entering grades 4-5 and 6-8. Required to attend a full-day training to be certified as a range master through the NADA. Training will take place during pre-camp training week. Archery/ Adventure Director teaches archery on a weekly basis and infuses into his/her lessons the concepts of sportsmanship, self-control, communication, concentration and healthy competition. Intern is also responsible for programs that teach topics that might include teambuilding or 'low ropes'/cooperative initiatives. Intern will work with campers as young as grades 1-3 in this role. This internship may be adapted to meet SPH Internship Requirements.

**Qualifications:** This position requires an enthusiastic, self-starting personality with exciting ideas for implementing a fun and engaging hands-on program. Must possess sound judgment and strong youth management and behavior management skills to successfully and safely manage an archery program.

