



Today's children are tomorrow's leaders.

The mission of Bea's Kids is to provide educational and personal development programs to children from low-income families so they will stay in school and break the cycle of poverty.

Summer Camp Coordinator Internship — Funded by ExxonMobil Community Summer Jobs

Position	Summer Camp Coordinator Intern	Open to all Majors
Supervised by	Executive Director	
Dates/Times	June 14 - August 6, 2010	35 hours per week
Salary	\$2,800	
Application Deadline	March 19, 2010	

Job Summary

The Summer Camp Coordinator Intern will plan and supervise a six-week summer camp for approximately 200 at-risk children, K-12th grade from the Carrollton/Farmers Branch ISD, Dallas ISD and Richardson ISD. These children are enrolled in Bea's Kids Tutoring Centers throughout the school year. Summer Camp is hosted by several church partners who allow Bea's Kids to use their facilities. The children are separated into different age groups and are led by volunteers to participate in activities including art, games, and educational and athletic activities. They also enjoy a daily lunch and snack. The purpose of our summer camp program is to provide fun and educational activities to children in a safe and positive environment.

Intern Responsibilities

Program Development

- Work with staff to develop goals and objectives for the summer camp program.
- Develop weekly themes for summer camp.
- Create daily and weekly schedules of activities for each age-level.
- Designate and delegate assignments to staff and volunteers.

Camp Operations and Supervision

- Purchase and organize camp supplies: food, crafts, games, etc.
- Work with community partners to coordinate transportation.
- Prepare daily stations for each age level.
- Communicate behavior expectations and weekly goals to students.
- Communicate and delegate tasks to volunteers and staff.

Volunteer Management

- Assist Director of Volunteers in developing and assigning daily volunteer roles and expectations.
- Communicate roles and expectations to volunteers.
- Provide feedback to Director of Volunteers about volunteer activities and needs.

Administration

- Attend weekly staff and supervisory meetings.
- Submit weekly reports of camp attendance, volunteer participation, accomplishments and barriers.
- Submit a final camp summary report at the end of the internship.

Intern Requirements

Education

Must be a currently enrolled undergraduate student who will be returning to college as a full time (12 hours or more) sophomore, junior, or senior in the fall of 2010.

Skills and Characteristics

- Strong organization and communication skills.
- Some understanding of child development and learning stages.
- Ability to manage a multitude of details at one time.
- Outgoing, positive and energetic personality.
- Self-starter, reliable, and flexible.
- Bilingual in Spanish a plus, but not necessary.

This Internship is funded by the **2010 ExxonMobil Community Summer Jobs Program (CSJP)**.

The intern must agree to attend the ExxonMobil Reception/Kickoff in June 1, 2010, CSJP Development Seminars and participate in a Volunteer Project in June/July, 2010.

To Apply by March 19, 2010

Email or FAX cover letter and Resume' to
 Diana Franzetti, Executive Director
Diana.franzetti@beaskids.org
 FAX 214 / 550.6115