



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.

Position Opening: Summer Camp Coordinator Internship

June 14—August 6, 2010

35 hours per week

Open to all Majors

\$2,800 Salary



Bea's Kids Summer Camp Coordinator Intern will

- be a positive influence in the lives of at-risk children.
- plan and execute fun activities for youth.
- gain experience in program development and supervision, working with youth, volunteers, Bea's Kids Board of Directors and staff
- plan and supervise a six-week summer camp hosted at our church partners facilities for approximately 200 at-risk children, K-12th grade.
- take away organizational and nonprofit management skills which can be utilized in college and after graduation.

This internship is funded through the generosity of ExxonMobil Community Summer Jobs Program

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.

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.
- Outgoing, positive and energetic personality.
- Self-starter, reliable, and flexible.
- Ability to manage a multitude of details at one time.
- Bilingual in Spanish a plus, but not necessary.

To Apply by March 19, 2010

email or FAX cover letter and Resume' to

Diana Franzetti, Executive Director

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FAX 214 / 550.6115



Full job description at www.beaskids.org