



Internship Job Description- Day Camps

General Description:

The Day Camp Intern's role is to assist in all aspects of programs and administration. He/she will be supervised by a full-time staff, while performing various job tasks. Based on experience, the intern may also serve in a leadership role.

Qualifications:

Ability to instruct or lead individuals or groups in outdoor recreation activities in a variety of terrains, weather, and situations. Good physical condition. Knowledge and experience in one or more of the following: cycling, hiking, camping, rock climbing, water-skiing, rafting and paddling (summer only); downhill skiing, snowboarding, cross country skiing or snowshoeing (winter only). Current First Aid and CPR certification (or willingness to obtain within first 2 weeks of internship). Basic computer processing skills including *MS Office*.

Responsibilities / Internship Tasks:

- Attend appropriate training sessions and clinics for specific programs.
- Adhere to agency policies and procedures.
- Assist in planning, managing, implementing, and evaluating programs and services.
- Promote the profession by providing education and support to participants, volunteers, donors, and relevant others.
- Work with the program team to assist, develop, and evaluate programs as needed.
- Deliver adaptive recreation to participants with disability of all ages and disabilities.
- Maintain records pertinent to the internship including orientation materials, log of hours, evaluations, assignments and projects.
- Complete assignments as given by intern supervisor. Participate in program and internship evaluations.

Additional Recommended Skills/Licenses: Minimum age-18 years old.
Driver's License and proof of insurance.

Time Requirement: mid- June through early September
35-40 hours per week. Monday through Friday. 8am to 4pm

Compensation: Non- paid position.

Please send cover letter and resume to:

Molly Harrigan, Program Manager
mollyharrigan@outdoorsforall.org