



2017 Summer Internship Job Posting

Organization Name: **Firehouse Cultural Center** Contact Name: **Georgia Vahue**

Job Title: **SUMMER CAMP COORDINATOR** Number of Positions Available: **1**

Job Description: Summer Camp Coordinator's responsibility is to keep Teachers and campers on track per daily schedule: For example, reminding teachers of snack times and lunch break. Coordinator will supervise Campers and remain with Campers and Volunteer Counselors during snack times & lunch break. During the camp day, Coordinator will be expected to check-in Campers; visit classrooms with roster to take roll; check with Teachers regarding any needs; and report any questions or concerns to ED. Coordinator will be the "go to staff person" for minor first aid (minor cuts, bruises). In addition, Summer Camp Coordinator will handle all Summer Camp clerical needs and program documentation (photography).

Job Requirements: Knowledge or ability to develop skills in supervision and scheduling. An ability to communicate effectively, both orally and in writing. An ability to establish effective working relationships with co-workers and an ability to work with children.

Ages: 16-18

Dependable Transportation is needed

Specific Classes: Business; Technology; Communications;

Other Job Skills Needed: Ability to work with children; flexible; good listener; ability to work with supervisor to solve problems. Basic Computer skills.

Location: 101 1st Avenue NE Ruskin, Florida (just off Hwy 41 South)

Website: www.firehouseculturalcenter.org

How to apply for this position:

Phone: Yes

Phone Number: 813.645.7651

Email: Yes

Attach Resume: Yes

Email: bethann@firehouseculturalcenter.org

In Person: Firehouse Cultural Center, 101 1st Avenue NE, Ruskin, FL 33570 Monday – Friday, 9-5. Call for appointment, please.