



**Position: Manhattan College Summer Day Camp Internship**

**Format: Paid Internship**

**Benefits: Paid Housing and \$200 weekly stipend**

**Term: Monday, June 24 to Friday, August 16, 2019. Monday through Friday 8am to 6pm. No activity on July 4th.**

The Manhattan College Non-Credit Program is looking for energetic and fun leaders interested in working with children ages 6 to 12 as camp activity tutors. The group size ranges from 10-12 children per group. This internship holds a responsibility to ensure the children's safety, manage the children's behavior, and act as a role model and mentor. The intern must conduct the children's participation in all daily activities and work closely with other staff members to ensure a happy, fun but safe environment for the campers. The intern will also have to design and coordinate safe but fun STEAM related activities for our campers. **Learn more about the camp at [manhattan.edu/summercamp](http://manhattan.edu/summercamp)**

### **Specific Duties**

- Design and implement activities for campers
- Manage campers drop-off and pick-up logistics
- Support social media outlets by taking pictures and recording fun moments during the day. Followed by posting them in our Facebook group page for parents to be aware of the daily activities their children are engaged in.
- Responsible for a group of up to 10 children (age range from 6-12 years)
- Reports to the Camp Director

### **Qualifications**

- Must be at least 21 years of age
- One year of teaching/tutoring experience with children 6 to 12 years old
- Experience working with teams and following instructions
- Computer skills in Microsoft Office & Google Suite
- Strict adherence to camp philosophy, standards, and goals
- Advanced level of oral, reading and writing English language skills
- Must be legally authorized to work in the United States
- CPR/First Aid certification
- Available from June 15/16 arrival (desirable/flexible) until August 17, 2019 departure.

Interns will receive housing in a double/double dorm style environment sharing one bathroom per floor. Upon completion of internship, a certificate from the non-credit division will be received. A stipend of \$200 per week will be provided. Please send a cover letter and resume, with subject line: Camp Internship [first and last name] to [edgar.zavala@manhattan.edu](mailto:edgar.zavala@manhattan.edu)