

**Youth and Family Summer Camp Assistant Director Internship  
Recreational Sports  
Bowling Green State University**

**Position Summary**

To serve as Summer Camp Leader for the Youth & Family program within the Department of Recreational Sports by providing quality and effective summer camp programming for all campers, kindergarten through sixth grades.

**Essential Duties, Tasks and Abilities**

- Develop and lead camp counselor training.
- Develop, organize, and carry out a weekly outline for camp activities.
- Responsible for addressing campers' needs (behavior, learning, physical, emotional, etc.), and interacting with parents and staff on a daily basis.
- Promote goodwill among all participants by establishing a friendly and responsive climate for exchange of purpose and information.
- Responsible for overseeing daily camp activities, snack, lunch, and on-campus trips.
- Will ensure parent, camper and staff needs are met.
- Responsible for maintaining a safe environment both physically and emotionally for the participants.
- Respectful of the needs of all participants while creating a meaningful and fun experience for all campers.

Provide other duties as needed, including:

- Attend staff training to be held the week before camp begins.
- Attend regularly scheduled meetings throughout the summer.
- Maintain positive relations and rapport with participants and parents.
- All other duties assigned by your supervisor.

**Knowledge, Skills and Abilities**

- Must hold the American Red Cross CPR-PR, AED and First Aid Instructor certification, or the equivalent.
- Complete the BGSU's Bloodborne Pathogen and Sexual Harassment training.
- Agree to a background check prior to employment.
- Ability to work in a diverse recreational program and possess the skills to teach all age groups and skill levels of campers.
- Strong customer service skills including interpersonal and presentation abilities
- Attention to detail
- Excellent marketing and computer software skills
- Higher education experience (preferred)

<http://www.bgsu.edu/offices/ohr>

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States*

*For more information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*