BGSU Recreation and Wellness
Student Employment Position Description

Job Title: Spring Break Kids Camp Intern

A. Main Purpose of the job:
   Gain practical work experience while assisting with planning, coordination and evaluation of the Recreation and Wellness Spring Break Kids Camp

B. Primary responsibilities or key duties of the job (tasks performed regularly):
   1. Plan, implement, and evaluate youth and family programs as central collaborator
   2. Plan, administer, and manage daily activities of Kids Camp varying in length and topics for campers aged 5 to 12
   3. Create and run a minimum of five activities during the week
   4. Participate in camp activities with the camp counselors and campers
   5. Assist with the registration and payment process of campers on as needed basis
   6. Complete necessary discipline and injury paperwork on a daily basis
   7. Assist with the transportation and logistics of camper travel
   8. Serve as point-of-contact for before/after care
   9. Enforce rules and regulations of the Recreation & Wellness department
   10. Provide excellent customer service and maintain a positive rapport with patrons and coworkers
   11. Adhere to all policies and procedures as outlined in Recreation and Wellness Student Employee Manual
   12. Promote and support the mission of the Department of Recreation and Wellness
   13. Prepare classroom for varying activities, including, but not limited to, arts & crafts, board games, classroom games
   14. Additional duties as assigned by professional camp staff members

C. Additional Duties
   1. Attend mandatory staff meetings and trainings
   2. Document accidents, injuries and incidents
   3. Perform other duties as assigned by supervisor

D. Qualifications
   1. Possess and maintain current CPR, First Aid and AED certifications
   2. Submit and pass BCI and/or FBI Background Check(s)
   3. Demonstrate effective written and verbal communication, professional mannerisms and a friendly demeanor
   4. Work independently and in a team

**This is an unpaid practicum for currently enrolled BGSU students. Any applicant must be enrolled in an academic program practicum or internship.**