



## ***Apachi Day Camp: Administrative Internship – Summer 2024***

**Location:** Apachi Day Camp

**Date:** June 3<sup>rd</sup> – August 9<sup>th</sup> *(dates vary based on location)*

**Time:** Monday – Friday / 8:30am-3:30pm

### **Summary:**

JCC Chicago is on the lookout for a talented Day Camp Administrative Intern who will make our campers feel like one in a million! If you are looking for a way to create exciting experiences and heartwarming memories that last a lifetime, JCC is the place for you!

Our Administrative Intern will support full-time Admin by organizing, maintaining, and distributing day-to-day camp information, and assist in the daily operations at camp.

### **Learning Goals:**

- Enhance communication skills through communicating with adults and children by modeling good relationships with colleagues, providing feedback, and providing a safe and comfortable atmosphere for all.
- Strengthen organizational skills by conducting time management skills, promoting, and utilizing the use of organizational structures, and staying organized in day-to-day function.

### **Key Areas of Responsibility:**

- Facilitate a camper information delivery system that is timely and accurate.
- Assist with creating weekly schedules for campers and staff.
- Make copies of rosters, program plans, trip plans, and deliver to the camp staff as necessary.
- Maintain cleanliness and organization of the staff office, and facilities.
- Assist with answering parent emails and phone calls.
- Administrative duties (i.e., organizing shirts, assisting with swim reports, answering phone calls, etc.)
- Engage as an active member of the camp community.
- Other duties as assigned.

Questions?

Contact the Internship Coordinator, **Brad Spradlin** ([bspradlin@jccchicago.org](mailto:bspradlin@jccchicago.org)) or 224.406.9225

**Requirements & Essential Duties:**

Students of any and all majors are encouraged to apply. Must have decent understanding and familiarity with Excel, Word, and Outlook. Must be able to communicate clearly and professionally with parents and staff. Must have excellent organizational and planning skills.

- Lift/move children up to 45 lbs.
- Demonstrate physical stamina and agility required to be mobile for long periods throughout the day.
- Move from sitting (chair and floor) to standing position easily and quickly.
- Stand for long periods of time and be able to actively engage physically with children.
- Clearly and effectively communicate in a manner that children understand.
- Supervise children, keeping them in sight and sound at all times.
- Know the difference between appropriate and inappropriate behaviors. Prevent, circumvent, and deal with problem behaviors appropriately and effectively.
- Maintain a sense of calm and perspective with physical and mental alertness during stressful times.
- Consistently demonstrate and reinforce the values of caring, respect, honesty, and responsibility.
- Ability to run up to 100 yards (in the case of an emergency).

**Compensation:** *Stipends vary based on location*

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*In partnership with JUF's Lewis Summer Intern Program, interns will participate in five professional development sessions focusing on topics like personal branding, resume building, interview skills, and networking. Interns will learn how to frame their camp skills in a professional manner.*



**Jewish United Fund**

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*JCC Chicago provides equal employment opportunities to all qualified persons regardless of race, color, religion, sex, national origin, ancestry, age, sexual preference, gender identity or expression, marital status, apparent or non-apparent disability, veteran's status, or unfavorable discharge from military service in accordance with state and federal laws.*