



## Camp Counselor

**Term: Summer 2022**

**Level: College Student or recent graduate**

**Reports to: Lead Creative instructor**

**Position Summary:** Will assist in all aspects of programs and community engagement. This internship is ideal for students interested in working with children or engaging in the nonprofit sector.

### **Responsibilities may include but are not limited to:**

- Assist in scheduling group field trips, planning activities, and submitting contracts
- Setup and tear-down for camp
- Work with children during camp
- Lead some creative activities
- Execute promotional elements to drive awareness and increase participation
- Help execute community engagement strategies
- Support fundraising efforts to raise money for low income children to attend
- Assist in executing surveys to children
- Participate in internet research for programming ideas
- Maintain Inventory for snacks
- Supervising play time
- Other duties as assigned

### **Requirements:**

- Background in Education, Non Profit or the Arts (all disciplines)
- Strong communication skills
- Proficient in Microsoft suite; Word and Excel
- Highly organized, with ability to work in a fast-paced environment on multiple projects simultaneously
- Creative
- Flexible
- Excellent verbal and written communication skills
- Able to present information concisely and effectively
- Able to organize and prioritize work
- Able to work independently and also as part of a team
- Available to work on weekends and/or extended hours as necessary
- Able to express a consistently high level of professionalism in dealing with confidential and sensitive issues
- Self-motivated with ability to thrive under pressure
- Deadline and detail oriented
- Unquestioned personal integrity, credibility, maturity, and work ethic
- Must possess a valid driver's license and be eligible to work in the U.S.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Must have own laptop and transportation

*This job description is not all-inclusive and subject to change without prior written and verbal notification.*

**Please send cover letter & resume to: [careers@sparkdallas.org](mailto:careers@sparkdallas.org)**