Activities Director Intern

Supervision: Birchwood Executive Director, Program Specialist, and Camp Deans.

Compensation: $450-500 per week based on experience, with room and board, paid training including First-Aid/CPR. Academic credit available with prior coordination with camp and program.

Job Description: The Activities Director will support all activities that happen at camp, including at the waterfront, assisting with wilderness camps, and facilitating safe camper engagement. It is preferred that the Activities Director have an active lifeguard certification, Red Cross Training Preferred. It is preferred that the Activities Director has training and experience in archery, low ropes courses, and team building.

Responsibilities:

1. Oversee the safe operation of the waterfront and boating area. This includes training, overseeing guarding staff, tracking waterfront activities, watching for safety concerns, setting up the waterfront for daily activities, and any other operational aspects of the waterfront.
2. Communicate staffing needs for waterfront time to the program coordinator.
3. Support the Camp Deans, Program Specialist, Summer Program Staff, and Program Coordinator in planning and executing safe activities during the camp sessions.
4. Modify any activities to be inclusive of camper needs, limitations, and strengths.
5. Ensure activities are age appropriate.
6. Be prepared for any safety related situations and assist the nurse in filling out any incident reports that may arise.
7. Communicate activity needs to the program coordinator or program specialist in a timely manner.
8. Participate in the camp community, supporting staff breaks and activities as appropriate and necessary.
9. Assist with cleanup of lodge, cabins, bathrooms and grounds and other operations projects as directed.
10. Fulfill other responsibilities as assigned by the Executive Director.