

CRESTMONT SUMMER 2017 STAFF POSITIONS

To apply for any of the positions below or to inquire further about job descriptions, please email Crestmont Program Director Aaryn Eady at aeady@bgcbloomington.org or Unit Director Jon York at jyork@bgcbloomington.org

Crestmont Club Phone Number: 812-336-6501

***Interviews are scheduled Monday through Friday from 10am to 3pm.

Crestmont Administrative Internship Positions

Position Title	Position Description	Number of Positions Available	Hours Required for Position	Position Compensation Type
Camp Director Internship	Assist the Program Director with weekly summer activities including field trips, special events, daily programming, and activity clubs (including Cooking Club, Earth Club, Garden Group, and more). Individual must be willing to plan, lead, and direct youth on a daily basis. Intern will be responsible for weekly planning, scheduling, and program implementation.	1		Hourly
Unit Director Internship	Assist the Unit Director with weekly program activities including special events, daily programming, and youth work. Additional tasks will include assisting the Unit Director with daily and weekly administrative tasks including outcome measurement, summer planning, membership recruitment/management, and other duties as they arise. Programming at the Crestmont Boys and Girls Club focuses on providing fun, educational, and safe programming for its youth.	1		Stipend
Membership Desk Coordinator Internship	Responsible for Member registration, data management, and daily clerical operations. Must be able to keep accurate attendance records and ensure proper check-in and check-out procedures of all members. Responsible for communication to parents via Program Director	1		Hourly

Camp Counselor Internship Positions

General Position Description: Responsible for daily supervision and behavior management of 8 to 12 Club Members. Plans, coordinates, and implements age-appropriate programming and unstructured activities with Camp Director/ Program Director within age group.

Position Title	Number of Positions Available	Hours Required for Position	Position Compensation Type
Camp Counselor Internship (rising kindergarten to 2 nd grade)	2	15-20 hr/week	Stipend
Camp Counselor Internship (rising 3 rd and 4 th grade)	2	15-20 hr/week	Stipend
Camp Counselor Internship (rising 5 th and 6 th grade)	2	15-20 hr/week	Stipend
Camp Counselor Internship (rising 7 th grade through 12 th grade)	2	15-20 hr/week	Stipend

AmeriCorps Positions

Position Title	Position Description	Number of Positions Available	Hours Required for Position	Position Compensation Type
Teen Camp Coordinator	Responsible for supervision and coordination of two Teen Camp Counselors. Responsible for daily supervision and behavior management of 8 to 12 Club Members. Plans, coordinates, and implements age-appropriate programming and unstructured activities with Camp Director/ Program Director within age group.	1	20-30 hr/week	AmeriCorps Education Award

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