

Summer Internship Available Positions

Summer Camp: Camp Coordinator (2 positions per camp; 6 positions total)

In pairs of two, Co-Coordinators lead one of the three camps within the Summer Camp, either Lower, Middler, or Upper Camp. They are responsible for communicating with their camp's coordinators prior to and during the session, ensuring that they have all supplies and instructions; managing the camp's high school staff during the camp day; and overseeing their campers' safety and well-being. Those who apply for this position should be able to work with staff and campers of all ages, lead meetings, and make quick decisions. Co-Coordinators must possess strong leadership skills, great enthusiasm, and attention to detail.

Summer Camp: Camper Registrar (2 positions)

Camper Registrars recruit campers, manage camper applications, communicate with parents, coordinate camper check-in, monitor attendance, and maintain the database. They will oversee their joy station group as they inventory all camper supplies at the end of each session and share that data with the Summer Camp Meals Assistant. Those who apply for this position should be highly organized, detail-oriented, and self-motivated.

Summer Learning: Activities Coordinator

The Activities Coordinator will work with the Summer Learning Coordinator to lead and plan events and activities for the Summer Learning Program. This person will be primarily responsible for programming and activities when students are not in academic rotations. This includes Family Nights, the Student Showcase, assessment days, brain break, and playtime. Those who apply should be highly organized, enthusiastic, creative, and self-motivated.

Summer Learning: Student Registrar

The Student Registrar will work closely with the Dean of Students to help manage student applications, communicate with parents, monitor attendance, and maintain the database. Those who apply for this position should be highly organized, detail-oriented, and self-motivated.

Photographer

To support Sawyerville's mission by creating tangible memories for kids to view at home, on our website, and on the internet. To capture daily camp events through pictures and videos, and present a camp highlight video at the closing of each day. Those who apply for this position should have excellent photography skills and familiarity with iMovie.

Summer Internship Available Positions

Communications Assistant

The Communications Assistant will work with the Executive Director for Development and Communications to share news from Summer Camp and Summer Learning with donors, partners, churches, and other constituents. This person will be responsible for daily social media posts, thank you notes, leading tour groups, and the daily photo slideshow. Those who apply for this position should have excellent writing and communication skills, familiarity with multiple social media platforms and iMovie, and the ability to follow a communications schedule.

Meals Coordinator Assistant

The Meals Coordinator Assistant will work with the Meals Coordinator to prepare and serve breakfast, lunch, and snack to campers and staff, and will act as a liaison between the Sawyerville Summer Camp, Summer Learning, and JumpStart staff and volunteers who bring meals. He/She will order program supplies prior to the start of Summer Camp in coordination with Co-ordinators. Those who apply for this position should be hospitable, detail, and schedule oriented, and enjoy cooking.

Programs Assistant

To organize and assist in leading Sawyerville's programs alongside the Executive Director for Programs and Operations in a way that is successful and meets Sawyerville's program goals. Those who apply for this position should have strong leadership skills, should be able to work with staff and campers of all ages, lead meetings, and make quick decisions.

Staff Registrar

The Staff Registrar will recruit staff; communicate with staff and their parents prior to their session; manage waivers, releases, Safeguarding training, and background checks; maintain the database; coordinate staff check-in; and serve as a point person for staff with questions or concerns throughout the session. He/She will take inventory of all staff supplies at the end of the summer and share that data with the Programs Assistant. Those who apply for this position should have strong leadership skills, an eye for detail, and be self-motivated.