

**Kids and Cultures**  
Day Camp Assistant Director – Spring/Summer 2010  
Job Description

**Task**

To assist in the preparation and presentation of Kids and Cultures Camp, including the development of an operations manual.

\*There is much flexibility with this position based on the experience, skills, and interests of the assistant. Ideally this person would be available 15 hours per week from January through the middle of June, and 30 hours during the last two weeks of June. We will consider other arrangements, based on the schedule needs/availability of the applicants.

**Overview**

Since 2004, Kids and Cultures Camp, has introduced hundreds of children world cultures. Each day features a special guest from a different country, plus games, crafts, stories, snacks, and scrapbooking. The Camp has grown from 12 campers in 2004 to 79 in 2009. The tentative dates for 2010 are June 14 to 18 and June 21 to 25.

**Reports to**

Timm Wenger, Public Relations and Administrative Coordinator, and  
Kristina Wenger, Curriculum Developer

**Duties and Responsibilities (Before Camp)**

1. To develop a comprehensive Kids and Cultures Camp operations manual.
2. To assist with publicity, including mailings, press releases, and e-mails.
3. To assist with the registration process, including sending confirmation letters and follow-up reminders.
4. To assist with contacts with the special guests.
5. To assist with the preparation of craft/game/scrapbook/lesson materials.

**Duties and Responsibilities (During Camp)**

1. To assist with daily registration.
2. To assist with the crafts, games, snack, and other components.
3. To assist in the supervision of volunteers.
4. To assist in clean up of the current day and preparation for the following day.
5. To assist with publicity, including daily press releases, e-mails to the parents, and web updates.

**Requirements**

1. Excellent verbal and written communication skills (English).
2. Exceptional organization skills.
3. Up-to-date criminal background check and child abuse clearance.
4. Transportation to, and participation in, planning meetings and Camp sessions.
5. Enthusiasm to learn—and help others to learn—about various cultures.
6. Willingness to help out wherever needed.

For more information, visit [www.KidsAndCultures.com](http://www.KidsAndCultures.com), or call 717-290-6948.