

Kids and Cultures Camp
Volunteer Job Description

Title

Senior Counselor

Primary Task

To oversee and interact with a group of six to eight elementary students, helping them get the most out of the Camp experience.

Overview

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

Duties and Responsibilities

1. Read and understand the information in the orientation packet.
2. Attend the orientation session (tentatively scheduled for Friday, June 11).
3. Attend the daily staff/volunteer huddle sessions.
4. "Check in" your campers when they arrive, and check them "out" when they leave.
5. Participate fully in the activities.
6. Assist campers with the crafts, games, snacks, and other components.
7. Know where your campers are at all times.
8. Help with set up/clean up, and preparation for the following day, as needed
9. Provide constructive feedback to the directors about the Camp experience.

Requirements

1. Completion of at least the junior year of high school.
2. At least one year's experience working with elementary age children.
3. Emotional maturity, positive attitude, and integrity.
4. Ability to have fun and help campers have fun.
5. Up-to-date criminal background check and child abuse clearance.
6. Physical ability to participate in active games and crafts that require fine motor skills.
7. Transportation to/from the Camp location.
8. Enthusiasm to learn—and help others to learn—about various cultures.
9. Willingness to help out wherever needed.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium. The anticipated rates for senior counselors for 2010 are:

- Half-day, one week: \$40
- Full-day, one week: \$80
- Half-day, two weeks: \$80
- Full-day, two weeks: \$160

Note: lunch is provided for those volunteering all day.

For more information, visit www.KidsAndCultures.com, or call 717-723-8687.

Kids and Cultures Camp

Volunteer Job Description

Title

Junior Counselor

Primary Task

To assist a senior counselor with a group of six to eight elementary students, helping them get the most out of the Camp experience.

Overview

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

Duties and Responsibilities

1. Read and understand the information in the orientation packet.
2. Attend the orientation session (tentatively scheduled for Friday, June 11).
3. Attend the daily staff/volunteer huddle sessions.
4. Participate fully in the activities.
5. Assist campers with the crafts, games, snacks, and other components.
6. Assist the senior counselor with Camp tasks, as requested.
7. Help with set up/clean up, and preparation for the following day, as needed
8. Provide constructive feedback to the directors about the Camp experience.
9. Have fun!

Requirements

1. Invitation by Kids and Cultures staff to serve in this capacity.
2. Interest in and experience with working with elementary age children.
3. Emotional maturity, positive attitude, and integrity.
4. Ability to have fun and help campers have fun.
5. Up-to-date criminal background check and child abuse clearance (age 18 and up).
6. Physical ability to participate in active games and crafts that require fine motor skills.
7. Transportation to/from the Camp location.
8. Enthusiasm to learn—and help others to learn—about various cultures.
9. Willingness to help out wherever needed.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium. The anticipated rates for junior counselors for 2010 are:

- Half-day, one week: \$20
- Full-day, one week: \$40
- Half-day, two weeks: \$40
- Full-day, two weeks: \$80

Note: lunch is provided for those volunteering all day.

For more information, visit www.KidsAndCultures.com, or call 717-723-8687.

Kids and Cultures Camp

Volunteer Job Description

Title

Facilitator (Travel Guide)

Primary Task

To assist the Camp directors by managing the daily schedule, leading the transitions from activity to activity, and being the main liaison with the Camp guests.

Overview

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

Duties and Responsibilities

1. Read and understand the information in the orientation packet.
2. Attend the orientation session (tentatively scheduled for Friday, June 11).
3. Attend the daily staff/volunteer huddle sessions.
4. Understand each day's schedule (prepared by the directors).
5. Greet the special guests, making sure they have everything they need.
6. Introduce the special guests to the campers, facilitate question and answer times, and help to ensure that the campers understand the guest.
7. Lead the transitions from activity to activity.
8. Interact with the guests, including eating lunch with them.
9. Help the guests pack up.
10. Provide constructive feedback to the directors about the Camp experience.

Requirements

1. Exceptional ability to relate to people of different cultures with respect.
2. Experience with leading large groups of children in various activities.
3. Ability to understand the big picture of the Camp experience and how the components fit together.
4. Availability to attend full days of Camp (to provide continuity).
5. Up-to-date criminal background check and child abuse clearance.
6. Transportation to/from the Camp location.
7. Enthusiasm to learn—and help others to learn—about various cultures.
8. Willingness to help out wherever needed.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium.

Note: lunch is provided for those volunteering all day.

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Kids and Cultures
Internship Job Description

Title

Day Camp Assistant Director – Spring/Summer 2010

Primary 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.

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, or call 717-723-8687.

Kids and Cultures Camp

Volunteer Job Description

Title

Craft Coordinator

Primary Task

To oversee the crafts and scrapbooking activities of Camp.

Overview

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

Duties and Responsibilities

1. Meet with the directors in February to help determine the crafts that will be featured.
2. Make samples of crafts to ensure that the ideas are feasible for the ages and abilities of the campers, and suggest adaptations.
3. Work with the directors to obtain craft and scrapbooking supplies and materials.
4. Work with volunteers to prepare and organize the materials for maximum efficiency during Camp.
5. Read and understand the information in the orientation packet.
6. Attend the orientation session (tentatively scheduled for Friday, June 11).
7. Attend the daily staff/volunteer huddle sessions.
8. Set up the materials and supplies for each activity; clean up after each activity.
9. Introduce and teach the activities to the campers.
10. Take inventory of any supplies that are missing or need to be replenished, and report needs to the director/assistant director.
11. Help with set up/clean up, and preparation for the following day, as needed.
12. Provide constructive feedback to the directors about the Camp experience.

Requirements

1. Exceptional artistic/crafting ability.
2. Ability to give clear instructions at age appropriate levels.
3. At least three year's experience teaching elementary age children.
4. Ability to work with volunteers in a constructive manner.
5. Emotional maturity, positive attitude, and integrity.
6. Ability to have fun and help campers have fun.
7. Up-to-date criminal background check and child abuse clearance.
8. Physical ability to participate in active games and crafts that require fine motor skills.
9. Transportation to/from the Camp location.
10. Enthusiasm to learn—and help others to learn—about various cultures.
11. Willingness to help out wherever needed.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium.

Note: lunch is provided for those volunteering all day.

For more information, visit www.KidsAndCultures.com, or call 717-723-8687.

Kids and Cultures Camp
Volunteer Job Description

Title

Snack/lunch Coordinator

Primary Task

To oversee the snack and lunch components of Camp.

Overview

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

Duties and Responsibilities

1. Set up, serve, and clean up the morning snack.
2. Pick up the donated food for the staff/volunteer/guest lunch.
3. Set up, serve, and clean up the lunch.
4. Set up, serve, and clean up the afternoon snack.
5. Take inventory of any supplies that are missing or need to be replenished, and report needs to the director/assistant director.
6. Provide constructive feedback to the directors about the Camp experience.

Requirements

1. Ability to relate well with children and adults.
2. Up-to-date criminal background check and child abuse clearance.
3. Physical ability to carry 25 lbs.
4. Transportation to/from the Camp location, and to pick up donated food for lunch.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium.

Note: we will reimburse for mileage to/from the restaurants that are donating food for lunch.

For more information, visit www.KidsAndCultures.com, or call 717-723-8687.

Kids and Cultures Camp
Internship Job Description

Title

Media Assistant

Primary Task

To assist in the preparation and presentation of media components for Kids and Cultures Camp 2010.

Overview

In 2004, Kids and Cultures launched a day camp for children to learn about world cultures. Each day features a special guest from a different country, plus games, crafts, stories, snacks, scrapbooking, and other activities. The Media Assistant will capture and produce audio and video segments and photos to upload on the organization's website and for other distribution. Kids and Cultures Camp will be held June 14 to 18, and June 21 to 25, 2010, 9 a.m. to 4 p.m. at Lancaster Country Day School, Lancaster, Pa. Visit www.KidsAndCultures.com/camp for more information and to see previous years' media components.

Duties and Responsibilities (Before Camp)

1. To review previous years' media components and make recommendations for this year's media components.
2. To learn the technical specifications for files needed.
3. To learn the basics of using the website content management system.
4. To preview the Camp schedule and plan own capturing/editing/uploading schedule.
5. To prepare for any of the other tasks outlined below and other tasks to be determined.

Duties and Responsibilities (Daily during Camp)

1. To capture video and audio segments and take photographs of the activities.
2. To edit the files to meet the needed specifications.
3. To post a photo gallery, video clips, and audio segments to the website, YouTube, and Facebook.
4. To prepare and send a photo press release.

Duties and Responsibilities (After Camp)

1. To produce a promotional video(s) about Camp.
2. To review the experience and make recommendations for media for future years.

Requirements

1. Ability to attend Camp at Lancaster Country Day School, Lancaster, Pa., June 14 to 18, and June 21 to 25, 2010, 8:30 a.m. to 4:30 p.m., including transportation.
2. Excellent verbal and written communication skills (English).
3. Experience and training in photography, videography, and audio capturing and production.
4. Equipment (cameras, laptop, audio recording device), if preferred over provided equipment.
5. Knowledge of uploading media to YouTube and Facebook.
6. Willingness and ability to learn the basics of the website content management system.
7. Up-to-date criminal background check and child abuse clearance.
8. Enthusiasm to learn—and help others to learn—about various cultures.

If interested, send your resume and media samples to timmm@KidsAndCultures.com.

For more information, visit www.KidsAndCultures.com or call 717-723-8687.

Kids and Cultures Camp
Volunteer Job Description

Title

Gofer

Primary Task

To assist the directors with whatever tasks need to be accomplished for a successful Camp experience.

Overview

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

Duties and Responsibilities

1. Read and understand the information in the orientation packet.
2. Attend the orientation session (tentatively scheduled for Friday, June 11).
3. Attend the daily staff/volunteer huddle sessions.
4. Assist the directors with Camp tasks, as requested. These tasks may include: setting out craft materials, helping younger campers with crafts and games, cleaning up after the scrapbooking time.
5. Provide constructive feedback to the directors about the Camp experience.
6. Have fun!

Requirements

1. Invitation by Kids and Cultures staff to serve in this capacity.
2. Interest in and experience with working with elementary age children.
3. Ability to follow directions.
4. Initiative to anticipate what tasks might need to be completed and ask how you can help.
5. Transportation to/from the Camp location.
6. Enthusiasm to learn—and help others to learn—about various cultures.
7. Willingness to help out wherever needed.

Honorarium

Upon satisfactory completion of the volunteer's service, Kids and Cultures provides an honorarium. The anticipated rate for gofers for 2010 is \$20 for one week, half-day.

For more information, visit www.KidsAndCultures.com, or call 717-723-8687.