



Title: Summer @ Brookwood Staff

Positions Available:

- Junior Camp Counselor (15 years old and post-9th grade)
- Camp Counselor (16+ years old)

Status: Temporary/Seasonal (5 weeks - dates below)

Schedule:

- Typically, Monday - Friday, 8:45 a.m. - 3:15 p.m. during the following weeks:
 - **Tues.** 6/20 - Fri. 6/23 (Day Camp)
 - Mon. 6/26 - Fri. 6/30 (Day Camp)
 - Mon. 7/10 - Fri. 7/14 (Speciality Camps)
 - Mon. 7/17 - Fri. 7/21 (Speciality Camps)
 - Mon. 7/24 - Fri. 7/28 (Speciality Camps)
- Please note:
 - A commitment for all 5 weeks is preferred
 - Additional hours (1 hour before and/or after camp) are available

Compensation:

- Junior Camp Counselors: \$15
- Camp Counselors: \$18

Start Date: 6/20/23

- Please note: orientation will most likely fall in the evening hours during the week leading up to 6/20, with exact schedule TBD

Reports To: Director of Auxiliary Programs

About Brookwood:

Brookwood School is a PreK-8 independent school located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston. Brookwood's mission is to foster a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment.

Summer @ Brookwood has had several ideations over the years, and after a pandemic-related hiatus, Brookwood's new Auxiliary leadership is excited to work in partnership with Summer @ Brookwood Staff to rebuild the program for 2023 and beyond! Join us and summer better @ Brookwood.

Candidate Characteristics:

Summer @ Brookwood staff members are kind, responsible, and reliable individuals with a desire to create a joyful, playful, and welcoming summer camp atmosphere. Successful candidates are hard-working and enthusiastic, and they demonstrate strong interpersonal skills with youth.



Job Responsibilities:

- Ensuring student safety and wellbeing at all times by:
 - Maintaining camp ratios
 - Transitioning students around campus
 - Being with students at all times and/or knowing their whereabouts
 - Taking attendance
 - Communicating with camp leadership about incidents or concerns
 - Following all health, safety, and emergency protocols
- Supervising and engaging children in large and small group settings by:
 - Planning and leading high-quality, developmentally appropriate activities for campers, both indoors and outdoors, at various points throughout the day
 - Supporting Day Camp specialists & Speciality Camp staff as directed
- Positively representing Summer @ Brookwood by:
 - Being a role model for campers
 - Interacting professionally with families
 - Working in partnership with camp leadership
- Other duties as assigned
- Please note: Junior Camp Counselors share the same responsibilities listed above but do so under the direct supervision of a Counselor. Additionally, camp ratios are halved for Junior Counselors.

Requirements:

- Per MA regulations, Camp Counselors must have either participated in summer camps as a camper or Junior Counselor OR have more than 4 weeks experience supervising children, and Junior Counselors must have either participated in summer camps as a camper OR have more than 4 weeks experience supervising children
- Per MA regulations, participation in camp orientation is required
- Interest in working with children is required
- Transportation to get to work on time is required
- Willingness to be outdoors in a variety of weather conditions, within reason, is required
- Employment is contingent on candidates passing a background check (CORI, SORI, and fingerprinting)

How to Apply:

A resume should be sent by email addressed to the Director of Auxiliary Programs. Contact information is below. We will confirm receipt of all applications, and qualified candidates will be offered an initial interview via Zoom.

Kyla McMahan (she/her): kcmcmahan@brookwood.edu

Brookwood School is a non-denominational independent school in Manchester, Massachusetts serving students in Early Childhood through Grade Eight. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, gender identity, sexual orientation, and other characteristics protected by law. We encourage those who may add to the diversity of our community to apply, including those historically underrepresented in independent school settings, such as people of color and those who identify as part of the LGBTQ+ community.