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## **Summer Camp Educator Intern**

The Summer Camp Educator Intern for the Orange County Regional History Center supports the Education Department activities and staff in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen the summer camp program. Intern will work under the guidance of a lead teacher, summer camp coordinator, and volunteer coordinator and be trained to provide team support in summer camp procedures, assist with all aspects of the daily running of a summer camp classroom.

The Orange County Regional History Center is seeking an energetic, creative, and organized **Summer Camp Educator Intern** for 120 - 150 hours per semester. Typical week involves 12 – 15 hours. Typical shift: 10:00 am – 4:00 pm. Academic Credit may be approved by your college. This is an unpaid internship. Downtown parking provided.

Qualified individuals should send cover letter and resumé via email to [diane.masciale@ocfl.net](mailto:diane.masciale@ocfl.net).

¿Habla español? ¡Apreciamos voluntarios bilingües!

**REPORTS TO:** Volunteer Coordinator and Summer Camp Coordinator

### **ANTICIPATED LEARNING OBJECTIVES:**

- Assist in the facilitation of summer camp activities, under the guidance of the lead teacher
- Lead the facilitation of select lesson plans, under the guidance of the lead teacher
- Understanding the process of reviewing select lesson plans/curriculum before each week to ensure knowledge of content and activities

### **EXPECTED RESPONSIBILITIES:**

- Oversee a classroom of up to 15 students, between the ages of 6-11, with assistance from lead teacher
- Assists in the management of classroom resources, cleanliness and organization
- Assists in classroom management, ensures campers' safety and wellbeing
- Monitors and assists with lunch and snack breaks
- Other duties as assigned and agreed upon by supervisor

### **IDEAL QUALIFICATIONS/ PREQUISITES:**

Experience working with children in an educational setting

College sophomore or above student with major coursework towards a degree in Elementary Education, English Language Arts Education, History, Social Science Education or related field.

Proficient in Microsoft Office (Word, Excel, and PowerPoint)

Able to stay calm and provide clear communication while managing classroom dynamics

Ability to prioritize multiple assignments, detail oriented and organized

Weekday availability, between the hours of 7:30 AM – 6:00 PM

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of the internship as required to fulfill the directives of The History Center Education Department and strategic plan or as designated by executive staff. Work environment is primarily in a classroom with some light lifting.

\*Final Candidates must pass a background check, must live and be able to work in the United States.