Camp DIVE Summer Internship Description
UGA Center for Leadership and Service Intern Program

Position#1: Volunteer/Program Coordinator

Dates: May 15-July 3, 2017 (7 weeks)

Hours per week: 20-22

Timeframe: After camp opens, 7:30am-12:00, Monday-Thursday and two Fridays all day

Responsibilities:

Prior to camp opening May 15-June 3:

- Meet with Camp DIVE volunteers in advance to describe responsibilities
- Develop master contact list of volunteers and weekly spreadsheet of volunteers to track who is coming when
- Assist with designing/setting up camp environment
- Coordinate ordering of general supplies (including snacks) and supplies for UGA courses
- Assist in planning the morning “energizer” sessions from 8:30-9:00am each day
- Develop ideas for child-centered interactive activities during transition times and playground/recess time

During the 4 weeks of camp June 5-30:

- Prior to each day of camp, send reminder emails to volunteers
- Upon arrival at 7:30am each day, assist with any set-up needed
- Take roll of morning volunteers (contact any who are missing) and assist with welcoming children from busses, morning play time, and taking them to breakfast
- Assist with morning energizer sessions (make sure volunteers spread evenly among children to sit by them)
- Assist with dismissal of different age groups to their morning activities
- Provide support for UGA faculty during morning classes, if needed (preparing supplies, snacks, and materials), and distribute volunteers among the classes
- Provide in-class support with children if faculty need additional assistance
- Assist with planning/preparation for field trips and End of Camp Celebration

Requirements: Must be enrolled as UGA student in good academic standing and complete Clarke County background check process

Skills preferred: Experience with children/education issues, leadership skills, and management skills; must have flexibility and be adaptable to changing environment
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**Position#2: Afternoon Volunteer/Program Coordinator**

**Dates:** May 15-July 3, 2017 (7 weeks)

**Hours per week:** 20 – 22

**Timeframe:** After camp opens, 11:00am-3:30pm, Monday-Thursday and two Fridays all day

**Responsibilities:**

**Prior to camp opening May 15-June 3:**
- Meet with Camp DIVE volunteers in advance to describe responsibilities
- Assist with designing/setting up camp environment
- Develop master contact list of volunteers and weekly spreadsheet of volunteers to track who is coming when
- Develop ideas for child-centered interactive activities during transition times and playground/recess time
- Assist with field trip logistical planning
- Assist with creating camper lanyards, parent sign-in sheets, class rosters, and volunteer background checks

**During the 4 weeks of camp June 5-30:**
- Prior to each day of camp, send reminder emails to volunteers
- Upon arrival at 11:00am each day, meet with Morning Intern to check-in about the day
- Take roll of afternoon volunteers (contact any who are missing)
- Assist with transition from morning activities to lunch (make sure volunteers spread evenly among children to escort them and sit with them)
- After lunch, assist with dismissal of different age groups with transition to outside time/recess
- Supervise and help facilitate recess activities, ensuring that volunteers are evenly distributed
- Assist with transition to afternoon classes
- Provide support for UGA faculty during afternoon classes, if needed (preparing supplies, snacks, and materials), and distribute volunteers among the classes
- Provide in-class support with children if faculty need additional assistance
- At dismissal time, lead volunteers in helping to get students on to busses at 2:30pm
- Assist with clean-up and set-up for the following day, as needed
- Assist with planning/preparation for field trips and End of Camp Celebration

**Requirements:** Must be enrolled as UGA student in good academic standing and complete Clarke County background check process

**Skills preferred:** Experience with children/education issues, leadership skills, and management skills; must have flexibility and be adaptable to changing environment