



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



THE UNIVERSITY OF GEORGIA
College of Education
OFFICE OF SCHOOL ENGAGEMENT

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

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