

Summer Camp Administrative Intern

JOB DESCRIPTION

POSITION SUMMARY

The summer camp intern is responsible for assisting in the day to day operations and management of the summer camp program. This individual will provide administrative and staff supervision support to the Coordinator of Competitive Sports.

RESPONSIBILITIES

- Plan weekly camp games, activities, field trips, guest speakers.
- Communicating with on-campus departments regarding field trip opportunities.
- Communicating with off-campus organizations to provide guest speakers.
- Assist camp counselors with activity and program execution.
- Assist with camp counselor scheduling.
- Inventory current camp supplies and set supply lists for daily activities.
- Monitor camper paperwork submission, weekly rosters, and parental communication.
- Monitor and record camper allergies and other conditions that the staff members need to be made aware of.
- Evening/weekend work responsibility as required.
- Attend all office, staff and department meetings as scheduled.
- Work within a non-smoking environment.
- Other duties as required.

ACQUIRED SKILLS

As a result of working as a Competitive Sports Intern, the student employee will have the opportunity to acquire and to improve communication, time management, conflict resolution skills, adaptability, customer service skills, and gain knowledge of working in a programming setting.

STUDENT LEARNING OUTCOMES

- As a result of working for University Recreation, student employees will develop a sense of community by building relationships through effective communication and teamwork to foster resiliency.
- As a result of working for University Recreation, student employees will be able to demonstrate decision making and problem-solving skills acquired through trainings, experiences, and evaluations.
- As a result of working for University Recreation, student employees will be able to demonstrate professionalism by holding themselves and their coworkers accountable.
- As a result of working for University Recreation, student employees will be given opportunities for professional development to prepare them for future career.

JOB REQUIREMENTS

QUALIFICATIONS

- Degree seeking student at UAB.
- Current CPR/AED/First Aid for the Professional Rescuer (CPRO) Certification
- Complete all other required training upon hiring
 - Safety Skills

- Disability Support Services Certification
- Emergency Evacuation Training Certification

REQUIRED SKILLS

Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports and fitness. Ability to effectively manage conflict and give constructive criticism to co-workers. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

- Basic computer competency
- Ability to handle customer service issues as it relates to Sports activity.
- Ability to communicate effectively with participants and professional staff.
- Ability to multitask and manage time effectively and efficiently.
- Ability to withstand extended periods of time standing, jumping, swiftly moving, and other general physical movements inside and outside.
- May require hearing and talking.
- Ability to withstand extended periods of activity and communicating.
- Ability to lift 30 lbs. on a regular basis

**Certain disability accommodations may be accepted.