

Job Description for Summer Camp Internship at Easter Seals of Greater Houston

Organization Name

Easter Seals of Greater Houston, Inc.

Location

4888 Loop Central Dr., Ste. 200 Houston, TX 77081

Website

www.eastersealshouston.org

Mission

Easter Seals of Greater Houston's mission is to provide exceptional services to ensure all people with disabilities and their families have equal opportunities to live, learn, work and play in their communities.

Title of Internship Summer Camp Intern

We are seeking a summer camp intern to work in our camp department for the summer of 2023

Internship Overview

Easter Seals of Greater Houston will host six weeks of summer camp for children with disabilities in the summer of 2023. Five of the weeks will serve children with various disabilities and their siblings in special supported environments throughout the greater Houston area, and one of the weeks will serve children with neurological disabilities at a fully accessible overnight camp facility. If selected as a partnering agency, the Easter Seals Summer Camp Intern would be present during every week of camp along with two weeks of office work and hold a main leadership role during the entire summer.

The Easter Seals Summer Camp Internship will provide a comprehensive look into the responsibilities of a non-profit Program Coordinator by providing hands on experience in the coordination, facilitation, and management of programs while gaining direct experience working with clientele, community donors, volunteers, and family members.

Upon being selected as the Summer Camp Intern, the intern will start off in the office with an orientation where they will learn all about Easter Seals and the services we offer to the community. Their desk, laptop, and summer task binder will be waiting for them upon their arrival. They will be introduced to all executive staff and work with the HR director in learning how to get set up for payroll as well as fill out any other paperwork required of all Easter Seals employees. Their intake process will mirror what it is actually like to be hired as a full time employee at a non-profit agency.

The intern would work under the direct supervision of the Camp Coordinator and act as a partner to them throughout the duration of the internship. The intern and coordinator will alternate responsibilities during the actual weeks of camp so as to provide a comprehensive experience in regards to facilitation and management. The two roles they will alternate between are Personnel Liaison and Activity Liaison. Please see the responsibilities of each position outlined below as well as a description of shared responsibilities.

They will work as a partnership during the office weeks of the internship to ensure that all administrative duties are completed to gain insight into the responsibilities associated with coordination. Please find these duties outlined below as well.

Core Responsibilities

- Responsibilities specific to Personnel Liaison
 - Lead volunteer orientation with the new set of volunteers on the Monday of each week.
 - Call and e-mail each set of volunteers a week before their start date to confirm their commitment and be sure they are aware of all pertinent information.
 - Work with the contact person at our location each week to display signage directing volunteers, parents, and campers where to go.
 - Set-up, manage, and keep track of the daily volunteer and camper sign-in database, and calculate all service hours earned by volunteers each week.
 - Distribute and pick up nametags daily.
 - Create a group thank you card each week to be signed by all campers and volunteers and given to that week's location contact person.
 - Pair up campers and volunteers in 1:1 partnerships for the next week of camp by reading through specifics on applications and create nametags for those partnerships.
 - Fill out service hour forms at the end of the week for the volunteers confirming the service hours they earned.
 - Prep and distribute surveys to volunteers, parents, and campers to be collected and compiled into a report at the end of the summer.
 - Compile t-shirt size information from applications and retrieve shirts from storage for that week of volunteers and campers.
 - Confirm phone number, e-mail, and address of each contract performer after they finish their set at camp.
- Responsibilities specific to Activity Liaison
 - Prep and label cubby squares for all campers on the Monday of each week.
 - Monitor the schedule on a daily basis and ensure that all time frames are being kept during the day of camp.
 - Announce performers, activities, games, etc. as they are about to begin giving appropriate five minute warnings to allow for transition.
 - Write daily schedule on white board each morning and go over schedule with volunteers before campers arrive.
 - Prep all crafts and supplies each morning before volunteers arrive accounting for all needed/ missing materials.
 - Call and e-mail all performers a week before their performance date to confirm their commitment and be sure they are aware of all pertinent information.
 - At the end of the week, take note of and retrieve all needed crafts, supplies, nursing tools, school boxes, etc. for the following week of camp.
- Shared Responsibilities
 - Create and lead themed energizer dances daily to get campers and volunteers excited for the theme of the day.
 - Lead camp song each morning that addresses rules of camp in a fun way.
 - Take pictures of campers participating in camp activities to be printed at the end of the week for each camper to make a scrapbook of their week of camp
 - Facilitate all games, crafts, activities, and goings on at camps.
 - Write personal thank you notes to each set of weekly volunteers.

- Enforce all behavioral expectations for campers and volunteers.
- Provide support, encouragement, and assistance to volunteers each week as they learn to work with their camper.
- Office Responsibilities
 - Create a brochure to send home with all parents describing the activities and providing contact information for all community involvement opportunities for their child.
 - Create a medication spreadsheet outlining all of the medication schedules for the campers to give to medical personnel.
 - Create a volunteer orientation to be presented to each new set of volunteers on the Monday of every week of camp.
 - Run background checks on all volunteers who are 18 years of age and older.
 - Create and gather supplies for large group games that go along with the themes of camp.
 - Create administrative tools such as sign-in templates, weekly camper awards, weekly surveys, service hours forms, medical forms, and daily schedules to be used throughout the summer.
 - Submit purchase orders to pay all contract performers and nursing staff for the summer.
 - Shop for and order needed supplies for the summer.

At the conclusion of the summer, the intern will have had a part in all operations of camp and have had a chance to see how a non-profit runs. During the closing week, the intern will be able to wrap up their summer experience by creating a digital scrapbook from the pictures taken throughout the summer and co-writing a letter of appreciation to send to all volunteers, campers, parents, contract performers, location contacts, medical personnel, and donors. They will create donor packets to send out that include a copy of the scrapbook and letter as well as a camp shirt, stat sheet (compiled from the weekly surveys), and homemade thank you cards from the campers. They will organize all volunteer and camper applications from the summer and place them in storage after making sure that all excel databases are up to date with contact information

Job Dimensions/Other Requirements

- ✓ The internship duration will be nine (9) consecutive weeks from May 31st through July 28th, 2022
- ✓ The intern will work 40 hours a week, Monday-Friday (when not working overnight camp)
- ✓ Family members of ESGH's Board, ExxonMobil and Sunwest and/or their staff are not eligible

The intern must have reliable transportation as the intern will be required to travel to our camp locations. This will be a paid internship. Interns will be reimbursed for driving to distance camps located in Pearland, The Woodlands, Sugar Land, and Burton

Community Impact/Outcomes & Deliverables

Community and education are two top priorities that Easter Seals of Greater Houston is committed to. Preparing children and teens with disabilities to engage in their community and assisting adults with disabilities gain independence takes a team of therapists, teachers, doctors, families and other support systems within the community. Easter Seals is committed to helping our clients and their team with anything they might need. We offer a full complement of services for individuals of all ages with all types of disabilities, and their families. Services range from infancy to adulthood, and are offered throughout the greater Houston area. Some of these include: Early Childhood Intervention, BridgingApps Technology Program, Children's Therapy Clinic, Veterans Services, Respite Services, The Caroline School, BridgingApps, High School/High Tech, Employment/Transition Services, Adult Day Program, and our camps (Camp Buckaroo, Camp Smiles, Camp MOST). Oftentimes, children with physical or developmental

disabilities are not able to attend other camps due to just having a disability or due to camps not having camp activities that are adapted. According to our camp statistics taken after our camp sessions, 63% of our parents answered that their children were not able to attend other camps. We offer camp sessions that allow both children with disabilities and their siblings to attend, which provides respite for the parents and caretakers, while also giving an enriching and fun camp experience for their children. Without the help of our summer camp interns, Easter Seals of Greater Houston would not be able to offer as many camp opportunities to our community. Each week of camp involves much preparation and work beforehand which our interns play a very important and hands on role in helping to manage. We are able to offer more weeks of summer camp to our clients and families with the assistance of our interns.

Student Qualities/Experiences Desired/Qualifications and Requirements

- ✓ Must be currently enrolled as a full-time undergraduate student who has completed at least one year of college and has not graduated.
- ✓ Must be organized, self-motivated, compassionate and professional. Excellent communication skills are required.
- ✓ An interest in children and non-profit is highly desired.
- ✓ Computer and internet skills will be required.
- ✓ Ability to interact in a professional environment with staff, volunteers and patient families.

Learning Objectives/Educational Benefits

This internship is sure to be meaningful, labor intensive, and a great learning opportunity. At the end of the internship, the intern should walk away with:

- A deep understanding of how non-profits operate and the hard work that goes into working for one.
- Hands on experience as a Program Coordinator for a non-profit.
- A great sense of connectedness to the community and clients served through Easter Seals.
- A broad array of skills related to coordination, management, and facilitation of events.
- Excellent leadership and communication skills.
- Real life exposure to the benefits of and challenges faced when working with volunteers.
- An appreciation for diverse populations specifically related to including those with disabilities in mainstream society.

How to Apply

To apply, interested applicants should contact Ross McCann, Camp Coordinator, at rmccann@eastersealshouston.org or through phone 713-838-9050, ext. 332 to request an application. Information and an application for the internship will also be available online. Please be prepared to turn in a resume in addition to the intern application.