

CITY KIDS WILDERNESS PROJECT

POSITION: Alumni Intern

Location: Broken Arrow Ranch in Jackson, WY

Supervisors: Camp Director

Position: Full-time; Residential

Date of Employment: Session 1 (Female) June 19- July 4
Session 2 (Male) July 9 – July 24

Position Description: The Alumni Intern works with a small team of co-workers as a part of a summer-adventure based program for youth. City Kids Wilderness Project's mission is to inspire confidence and leadership in children and teens from inner city Washington, D.C. We provide a multi-year experiential curriculum of outdoor adventures, backcountry trips, personal growth, and internship opportunities during three summer sessions. Base camp is our beautiful ranch, Broken Arrow Ranch, in Hoback Junction just south of Jackson Hole, Wyoming.

The Alumni Intern is a support role for City Kids alumni not ready to work in the counselor position to gain exposure and experience in the City Kids program. This position is open to any City Kids alumni. The responsibilities of the Alumni Intern are the following:

Chaperone Camper Flights: Alumni interns will fly with campers to and from Wyoming as a chaperone on flights. This includes assisting campers & parents with the check-in process, and escorting and managing the group during flights.

Instruction & Camper Supervision: Interns will support are staff and counselors filling in as a substitute in cabins, on trips, and teaching a variety of classes during a camp session. Interns will rotate between different cabins and age groups to provide relief for counselors, including supervising cabins overnight. Interns will be responsible for leading morning and evening games for campers, as well as play a significant role in developing special events and supervising free choice. Interns may be asked to provide one-on-one support to behaviorally challenged or ill campers who need individual attention. Depending on administrative workloads and permit numbers, interns may be asked to attend backcountry trips or substitute for counselors on day trips.

Office Support: The Intern assist with general administrative tasks in the camp office, including but not limited to: data entry, recording attendance, making & answering parent phone calls, filing & copying, ordering office supplies, creating camper newsletters and certificates.

General Camp Duties: Alumni Interns will assist in the camp kitchen, assist with camp laundry, and camp wide chores in general.

This is a full-time/ residential position requiring the Intern Program Assistant to live on-site and supervise cabins overnight. Supervisory responsibilities include; nightly and free-time supervision, self-care oversight, and behavior and group management as necessary.

In addition to the Alumni Intern's stated responsibilities, everyone at camp is an integral part of the close-knit City Kids community and shares responsibility for day-to-day tasks as needed for the success of the program.

Compensation: \$300/week; Paid training; Workers Compensation Insurance; Room & Board; Access to All Camp Facilities.

Position Qualifications:

- A City Kids alumni with a history of positive participation and engagement in the program, above the age of 18.
- An understanding and commitment to the goals and philosophy of City Kids
- Experience working with children in outdoor, camp or other residential settings, trip leading preferred.
- Patience, initiative, enthusiasm, proactive communication style, flexibility and energy are a must.
- The ability to relate well to others and to work effectively with a variety of people.
- Cultural competency and the ability to work and collaborate in a diverse community
- General to advanced knowledge and ability in several or all of the following activities: canoeing, horseback riding, swimming, backpacking, kayaking, rock climbing, outdoor education, group dynamics, experiential education, games & initiatives, orienteering, and outdoor living.
- The ability to anticipate and manage potential hazards, both physical and emotional.
- Be sufficiently fit to lead all activities and trips and to maintain ample energy, strength, and focus to assist students with physical and emotional obstacles.
- Minimally First aid & CPR certification