



## **Twin Cities (Village Explorers) Day Camps Assistant Counselor Job Description**

### **Description**

Day camps are language and culture immersion experiences for children in the Twin Cities metropolitan area. The programs typically run mornings (1/2 days), Monday-Friday. Village Explorers assistant teachers are primarily responsible for assisting Lead Counselors, Day Camp Facilitators, and the Assistant Director for Language Discovery Programs with planning and executing the Village Explorers Day Camp programs.

### **Qualifications:**

- Completion of junior year in high school (or international equivalent)
- Completion of intermediate level of language study (third year high school)
- Previous Concordia Language Villages experience preferred (residential or day camps)
- Experience with young people
- Skills in related cultural/recreational activities

### **Responsibilities:**

- Work with other staff to create a daily language and culture curriculum under the current theme.
- Assist in large and small-group language instruction; assume leadership as appropriate
- Create a safe environment in which participants feel accepted by their peers
- Assist leadership staff to promote safety, minimize injury/illness and meet developmental needs
- Assist with responsibility for the site: setting up the site prior to Opening Day, preparing the site and teaching materials on a day-to-day basis during the session, maintaining the site throughout the session, and preparing for the next session
- Participate in mandatory Staff Orientation (1/2 day) and Site Set-up (1/2 day) and abide by the instructional and safety standards taught in this training
- Speak the target language with villagers and staff members as much as possible
- Model standards for behavior and be sensitive to the health and welfare of the villagers
- Assist Lead Counselors by interacting with parents on a daily basis and helping children transition to and from Day Camp.
- Arrive at Day Camp no later than 8:30am leave no earlier than 12:30pm each program day.
- Remain on the last day of each Day Camp for cleanup and evaluation of the program
- Participate in any staff meetings before, during or after Day Camp as indicated by Day Camp Facilitators or the Assistant Director for Language Discovery Programs.

### **Compensation:**

\$275-\$310 per 5-day day camp week. (This compensation includes Orientation and Site Set-up). Based on experience and expertise.