



# CONCORDIA LANGUAGE VILLAGES

## **Twin Cities (Village Explorers) Day Camps Day Camp Facilitator Job Description**

### **Description**

Day camps are language immersion experiences for children in the Twin Cities metropolitan area. The programs typically run mornings (1/2 days), Monday-Friday. Village Explorers day camp facilitators are responsible for assisting the Assistant Director for Language Discovery Programs in planning and running the Village Explorers Day Camp programs.

### **Qualifications:**

- Minimum of a college degree (or international equivalent)
- Completion of advanced level of language study (fourth year college or higher)
- Previous Concordia Language Villages experience preferred (residential or day camps)
- Language teaching experience required
- Leadership background
- Skills in related cultural/recreational activities

### **Responsibilities:**

- Work with the Assistant Director for Language Discovery Programs and other day camp Facilitators to design an overarching 5-day language and culture curriculum.
- Participate in one leadership staff meeting with the Assistant Director for Language Discovery Programs and other Facilitators prior to Staff Orientation.
- Lead the day camp staff in preparing and implementing daily lesson plans, and act as a resource where necessary.
- Act as the primary liaison between the program staff and the Assistant Director for Language Discovery Programs.
- Act as the primary on-site contact for parents of children enrolled in the day camps.
- Participate in large and small-group language instruction; assume leadership as appropriate and needed
- Create a safe environment in which participants feel accepted by their peers
- Manage day camp groups to promote safety, minimize injury/illness and meet developmental needs
- Oversee the staff team with responsibility for the site: setting up the site prior to Opening Day, preparing 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
- Interact with parents on a day-to-day basis, answering questions and helping their child transition to and from Day Camp
- Remain on the last day of each Day Camp for site cleanup and evaluation of the program

### **Compensation:**

\$525-\$625 per 5-day day camp week. (This compensation includes prep work and orientation.) Based on experience and expertise.