



Job opportunity

We are looking for Summer Day Camp staff

at the BCMA Summer Day Camp for students age 18-30.

Please help spread the word-especially to any teens/ college students that you know and might be interested!!

Working with local Islamic non-for-profit organizations can be a fantastic experience and provide valuable job experience and skills as well as being very rewarding!

Job Summary: Under the direct supervision of the BCMA –Extra Program Director, the summer staff will be responsible for the day-to-day summer camp activities, as assigned by the Program Director.

Responsibilities:

- Provide a source of support and supervision to all camp staff during activities.
- Primary point person for all camps, traditional, specialty, and sports.
- Assisting other Day Camp staff to ensure that special events are coordinated.
- Assists in supervising volunteers and evaluating volunteers throughout the summer.
- Maintains cleanliness and safety of facilities and equipment.
- Coordinate Specialty camp communications to parents.
- Monitoring rosters/sign in and parent communication book.
- Maintains BCMA Summer Camp standards and ensures compliance with requirements.
- Attends staff meetings and trainings.
- Assist with on-site set-up, clean up and day to day operations of the camp. Ensuring all equipment is functioning properly at beginning and end of session.
- Perform weekly check of site location to insure safety in rest rooms, camp areas, etc.
- Notify program director of any safety concerns immediately.
- Be responsible for morning or afternoon extended care facilitation as needed. During this time, they must communicate with parents regarding any issues, questions, etc.
- Any additional job duties as assigned.
- Employment is subject to a background check.

Requirements:

Applicants must:

- 1) be between the ages of 18-30;
- 2) have been at school full-time during the 2011-2012 school years; and
- 3) intend to return to school in the 2012-2013 school years.
- 4) Must have a High School Diploma. Bachelor's degree preferred
- 5) 1-3 year's prior supervisory experience is an asset.
- 6) These are full time positions 6- 10 weeks as needed.

To apply e-mail resume and cover letter to: Br. Ali Haidar at programs@thebcma.com

Application deadline: will continue until available positions are filled