



Eureka! Summer Camp Coordinator
*Employment Dates: April 4, 2022 – July 15, 2022**

Position Description

The mission of Girls Inc. of Greater Indianapolis is to inspire all girls to be strong, smart and bold. We empower girls to be confident in themselves, prepared for their futures, and ready to take their place in the world. With this goal in mind, the Eureka! program was designed as a five-year, STEM-based program to engage and empower middle and high school girls to see themselves as an important part of the workforce of the future. Eureka! builds girls' confidence and skills through hands-on STEM experiences, fosters personal development and college & career readiness, and promotes lasting relationships with peers and mentors. The Eureka! Summer Camp Coordinator oversees all aspects of the Summer Camp Experience for students in the Eureka! program alongside the Eureka! Coordinator to help deliver impactful programming for all participants.

Supervisor: Eureka! Coordinator
Supervisees: Eureka! Summer Camp Facilitators

- Exempt
- Full-time
- Seasonal
- Non-Exempt
- Part-time

Major Areas of Responsibility

- Program Implementation and Coordination (50%)**
- Coordinate and implement the summer program in partnership with the Eureka! Coordinator, ensuring content is developmentally and culturally appropriate
 - Oversee implementation and achievement of program goals and outcomes for the Summer Camp experience
 - Communicate with and support corporate volunteers and partners to ensure successful workshop execution
- Team Supervision (20%)**
- Assist in content development and delivery of program staff training
 - Maintain open communication with program staff to identify and overcome any challenges or barriers
 - Provide coaching and support to Eureka! summer camp employees
- Program Administration (20%)**
- Ensure accuracy and timely completion of all related paperwork
 - Collect and track participant attendance and program outcome data
 - Purchase necessary summer camp supplies while monitoring expenditures to ensure program operates within its allocated budget
- Additional responsibilities (10%)**
- Understand and implement the Girls Inc. of Greater of Indianapolis' values and guidelines as it relates to the Eureka! program
 - Maintain open communication and engage with all participants and their families
 - Regularly report to the Eureka! Coordinator status of the program; make recommendations for changes as needed for the Eureka! Summer Camp Experience
 - Perform other duties as assigned

Required Knowledge, Skills & Abilities

- Enjoy engaging with and leading youth between the ages of 12 and 16
- Ability to manage multiple priorities and be adaptable in a dynamic, fast-paced environment—all while maintaining a girl-centered approach
- Demonstrate effective interpersonal skills; the ability to establish and maintain effective working relationships with diverse stakeholders, including participant families and corporate partners
- Ability to engage with participants in physical activity
- Pursuing or achieved a bachelor's or associates degree in science, technology, engineering, math (STEM), humanities, social sciences, or related field

*Availability

- **April 4th – June 3rd Camp Preparation (part-time):** Summer Camp Coordinator will be working in a part-time capacity, completing between 5-10 hours per week on Tuesdays and Thursdays between the hours of 9:00AM and 5:00PM
- **June 6th – July 15th Summer Camp (full-time):** Summer Camp Coordinator will be working in a full-time capacity, completing 40 hours per week Monday through Friday between the hours of 7:30AM and 5:30PM

Application Instructions

Interested candidates should submit cover letter and resume to eureka@girlsincindy.org with the subject line of *Eureka! Summer Camp Coordinator* by February 20, 2022.