

Rock 'n' Roll Camp for Girls
Assistant Summer Camp Coordinator
(College-level Internship)

Organization Description: The Rock 'n' Roll Camp for Girls is a 501(c)3 non profit in Portland, Oregon. It was founded as a one week summer day camp in 2000, and has since grown to a year round after school program (Girls Rock Institute) with three sessions of Summer Camp each year. Our mission is to encourage, engage and showcase the musical, artistic and individual talents of girls and young women ages 8-18, and to empower them with tools for self-reliance as a means to enhance and affirm positive self-esteem.

Position Overview: Assist Summer Camp Coordinators to organize, prepare, and communicate as necessary all aspects of operating a successful Summer Camp.

Duties:

Pre Camp

- Data entry and management
- Assist with:
 - Volunteer communication
 - Camper communication
 - Volunteer coordination
 - Site preparation, clean up, maintenance
- Organizing camp materials (swag, curriculum, lanyards)
- Front desk shifts
- Camper registration prep

During Camp

- Camper management
- Instrument check out/return
- Lead camp support crew
- Front desk shifts
- Showcase support
- Roadie, moving gear
- Attend daily post camp meetings
- Possible shift as instrument instructor, band coach, band manager, or other task (not required)

Post Camp

- Clean up crew
- Administrative assistance

Requirements: We are looking for a candidate who is self-directed, a key problem solver, has leadership qualities tempered with an ability to understand and follow directions, good communication skills, and a love for the mission of the Rock 'n' Roll Camp for Girls. Specific skills required by this position are:

- An understanding and appreciation of the interests and learning needs of multiple diverse girls and their families
- Computer literacy (Macintosh, Microsoft Office Suite, Internet/email)
- Phone speaking and writing competency
- This position is open to female mentors only

Work Hours: The Assistant Summer Camp Coordinator is a volunteer intern position requiring 1-3 months (approx. May 15 – Aug 15) of 30-40 hrs/wk. Shift may be divided into one, two, or three positions, but is most favorably granted to a candidate who can fulfill a three month commitment.

To Apply:

Please send an essay answering the following 5 questions to sts, Program Director, at sts@girlsrockcamp.org, or mail one to Rock 'n' Roll Camp for Girls

ATTN sts
PO Box 11324
Portland Oregon
97211

- Why do you want this internship position?
- What skills will you bring to the Rock 'n' Roll Camp for Girls?
- Can you commit to a full or partial term of internship?
- What musical experience, if any, do you have?
- What work/school/volunteer experience do you have that will help you with this internship?

Please include at least two references from teachers, employers, or someone else who knows your work ethic.